


# PR/120671 | HR GA Manager

## Job Information

**Recruiter**
JAC Recruitment Thailand

**Job ID**
1619330

**Industry**
Other

**Job Type**
Permanent Full-time

**Location**
Thailand

**Salary**
Negotiable, based on experience

**Refreshed**
November 24th, 2026 14:00

## General Requirements

**Minimum Experience Level**
Over 3 years

**Career Level**
Mid Career

**Minimum English Level**
Business Level

**Minimum Japanese Level**
Native Level

**Minimum Education Level**
Associate Degree/Diploma

**Visa Status**
No permission to work in Japan required

## Job Description

OVERVIEW
The Company is Japanese, now seeking for an experienced candidate to join as

HR Admin Manager (Workplace around Rojana Industrial Park, Ayutthaya)

Position: HR Admin Manager

Location: Rojana Industrial Park, Ayutthaya

Business: Manufacturing

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in HRM, HRD, HROD, Admin.
- Oversee all aspects of human resources operations; Oversees payroll processing and salary administration, ensures compliance with labor laws and internal policies, handle attendance, leave management, and employee records, supports day-to-day HR administrative tasks, support recruitment.
- Human Resource Development (HRD) Department; plans and implements training and development programs
- Identifies skill gaps and career development opportunities
- Coordinates performance appraisal systems
- Promotes talent management and succession planning
- Supports leadership development initiatives
- Employment Relationship Department; manages employee relations and workplace communication
- Handles grievance procedures and conflict resolution
- Ensures fair and consistent disciplinary actions
- Promotes employee engagement and retention strategies
- Liaises with labor unions or employee representatives
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, total salary around 70,000 - 80,000 THB
- Graduate in institution of education level, bachelor’s degree or higher.
- Over 10 years experiences in HR Management level
- Over 8 years’ experience in HR Admin Manager.
- Strong knowledge in Thai Labour law
- Knowledge RBA rules.
- Experience to Revision of the personnel system, salary structure, performance evaluation system will be advantage.
- Thai Speaker only
- Ability to communicate in English with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work at Rojana Industrial Park, Ayutthaya

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description