



PR/116602 | HR Assistant Manager

募集職種

人材紹介会社

ジェイエイシーリクルートメント タイランド

求人ID

1537008

業種

化学・素材

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年04月30日 16:19

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

OVERVIEW

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

HR Assistant Manager (Workplace around Navanakorn Industiral Estate, Pathumthani)

Position: HR Assistant Manager

Location: Navanakorn Industiral Estate, Pathumthani

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.00 PM, Alternative Saturday 1-2 days per month

JOB RESPONSIBILITIES

- Handle in manage team overall loops in HR, HRM, HRD, ER, Compensation & Benefits, Performance Management, Admin related with HR tasks.
- Labour Management.
- Handle Basic basic IT issues, prepare office equipment, internet connection, office facilities control and maintenance.
- Handle and maintains the work structure by updating job requirements and job descriptions for all positions.
- Managing and preparing yearly-end appraisal and performance management system, evaluation system.
- Carry out annual budget of department preparation to be updated.
- Provide advice to management in relation to all human resources management and labor law actives.
- Monitor company's compensation, benefits and other related benefits in accordance with laws.
- Negotiates benefits, and negotiations with staff yearly.
- Other tasks as assigned.

JOB REQUIREMENTS

- This position, salary around 40,000 - 45,000 THB + bonus
- Graduate in institution of education level, bachelor's degree or higher.
- Over 7-8 years' experience in HR Management with Manufacturing business.
- Ability to communicate in English with foreign boss.
- Knowledge in Labor Law.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel.
- Able to travel to work in Navanakorn Industiral Estate, Pathumthani

会社説明