



PR/116807 | HR Coordinator (JS Speaking)

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

1537078

業種

自動車・自動車部品

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 16:20

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

Job Overview:

We are seeking a highly motivated and detail-oriented HR Coordinator (Junior) who is fluent in Japanese to join our client HR team. As an HR Coordinator, you will support various HR functions such as recruitment, employee onboarding, training, performance management, and maintaining employee records. This role requires strong communication skills, a keen eye for detail, and the ability to work in a dynamic and fast-paced environment.

Key Responsibilities:

- Assist in recruitment efforts by posting job vacancies, scheduling interviews, and coordinating communication with candidates.
- Support employee onboarding processes, including preparing welcome materials and assisting new hires in adjusting to their roles.
- Maintain accurate and up-to-date employee records in HR systems.
- Coordinate training sessions, workshops, and development programs.
- Assist in managing HR documentation, including employee contracts, performance reviews, and compliance paperwork.
- Answer employee queries regarding HR policies and procedures in both English and Japanese.

- Support in organizing employee engagement and company events.
- Ensure HR activities comply with Japanese labor laws and regulations.
- Provide administrative support to the HR team as needed.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field (preferred).
- Basic knowledge of HR processes and employment law (experience is a plus).
- Fluency in Japanese (both written and spoken) is required.
- Proficiency in English (both written and spoken) is preferred.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and prioritize effectively.
- Excellent interpersonal and communication skills.
- Proficient in MS Office (Word, Excel, PowerPoint).
- Prior HR internship or experience is a plus, but not required.

Skills & Competencies:

- Communication: Strong verbal and written communication skills in both Japanese and English.
- Multitasking: Ability to handle multiple HR tasks and deadlines simultaneously.
- Confidentiality: Ability to manage sensitive information with discretion and professionalism.
- Cultural Sensitivity: Understanding of Japanese business culture and practices.
- Teamwork: Strong team player with the ability to collaborate across departments.

会社説明