



PR/117047 | HR & GA 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

1537178

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 16:21

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 Title: HR Manager

Location: Bo Win Subdistrict, Sri Racha District, Chonburi Province, Thailand

Job Summary: We are seeking a highly skilled and experienced HR Manager who is fluent in Japanese or English. The ideal candidate will have comprehensive experience in Human Resource Management (HRM), Human Resource Development (HRD), payroll management, employee evaluation, and salary administration.

Key Responsibilities:

- Oversee and manage all aspects of HRM and HRD.

- Conduct employee evaluations and manage performance appraisal processes.
- Develop and implement HR policies and procedures.
- Ensure compliance with labor laws and regulations.
- Manage employee relations and address any issues or grievances.
- Coordinate recruitment and selection processes.
- Provide guidance and support to management and staff on HR-related matters.
- Develop and manage training and development programs.
- Maintain employee records and ensure data accuracy.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Proven experience as an HR Manager or similar role.
- Fluency in Japanese or English.
- Strong knowledge of HRM, HRD, payroll, and employee evaluation processes.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Proficiency in HR software and Microsoft Office Suite.

Salary and allowance:

- Basic Salary: 60,000 – 70,000 THB/Month
- Housing Allowance: 2,000 THB/Month
- Position Allowance: 12,000 THB/Month
- Perfect Attendance Allowance: Not applicable for Manager level and above
- Uniform: Provided
- Social Security: Provided
- Free Lunch and Coupon Meal OT: 30 THB/Day
- Provident Fund: Available after 119 days probation period
- Health Insurance: Available after 119 days probation period