



PR/117221 | HR Supervisor

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

1539262

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05月13日 10:33

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

Bonus: 4-5 months/year

Working day: Monday to Friday and Saturday-a few times per year

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

Job Summary: We are seeking a highly skilled and experienced HR Supervisor who is strong in payroll and design assessment.

Key Responsibilities:

- Oversee and manage all aspects of HRM.
- Handle payroll management and ensure timely and accurate salary disbursements.
- 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 in HR payroll or similar role.
- Strong knowledge of 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.

会社説明