



## PR/114642 | HR&Admin 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

1540173

#### 業種

小売

#### 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06月18日 04:00

### 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

**Salary 80-100K. Total**

**Location: Muang, Chonburi**

### Responsibility:

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Ensure the organization's compliance with local, Labour law& regulations
- Ensure all company HR policies are applied consistently
- Maintain company organization charts and employee directory
- Maintain HR systems and processes
- Conduct performance and salary reviews
- Implement employee retention strategies
- Proposing and managing operational components of the HR & Administration Annual Budget.

- Partner with management to ensure strategic HR goals are aligned with business initiatives
- Provide guidance and feedback to team
- Provide support and guidance to HR staff and safety officer
- Investigate employee issues and conflicts and brings them to resolution
- Manage and Control personal data file for all employees and record
- Maintain ISO, Sedex, SASO requirement
- Manage and control discipline for all employees
- Work permit & Visa for expat
- Canteen control
- Original company documents control
- Control important company documents and renewal
- Facility licence for 4 ( 5years)
- Annual fee Factory licence for 4
- Annual fee Anita signboard
- Annual fee Property and land
- Annual permission on scrap materials
- waste water treatment & quality analysis
- Company vehicle
- Control and manage Transportation for employees
- Immigration and labour department ( EEC chonburi)
- Maintain company land to comply with BOI

#### Qualifications:

- Bachelor's/Master's degree in Human Resources Management or related field.
- Proven work experience as an HR manager or other HR executive role.
- Demonstrable experience with human resources metrics.
- In-depth knowledge of labor law and HR best practices.
- Strong understanding of recruitment and performance management processes.
- Ability to architect strategy along with leadership skills.
- Strong communication skills, both written and verbal.
- Knowledge about Visa & Work Permit.
- Business to fluent in English communication.

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#### 会社説明