



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/117082 | HR Generalist

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

1540578

業種

その他（メーカー）

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20日 12:20

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

Working day: Mon-Fri**Location:** Ayutthaya**Salary:** High Bonus (Variable bonus 4-6 months)

Job Description:

1. Payroll & Documentation

- Oversee payroll documentation, ensuring accuracy and compliance.

- Submit related data for payroll and coordinate with the Shared Service Center for payroll activities.
- Maintain records of employee database in the payroll system and SAP HR Minimaster.
- Implement HR processes in digital platforms and systems.
- Manage and update various documents, such as employee records, an employment contract, promotions, transfers, and salary adjustments.
- Clarify payroll issues and address employee inquiries.
- Submit payroll reports HR and Management for approval on time.
- Provide guidance on employee welfares such as medical reimbursement, social security, and tax deductions, while creating easy-to-understand manuals or materials.

2. Training & Development

- Prepare documents and materials for employee training sessions.
- Record employee participation in training programs.
- Onboard new hires, covering payroll, safety, and company policies.
- Monitor performance and provide feedback for improvement.

3. Recruiting

- Manage job description to be up to date and provide relevant data to Shared Service Center for sorting candidate for open positions.
- Organize interview for hiring manager and participate in interview by business unit.
- Responsible for recruitment of shopfloor workers.
- Coordinate with outsourcing agency for outsourcing resources.

4. Employee Relation and team management

- Supervise HR team member on HR operations.
- Assist HR Manager on liaison with labour union.
- Provide engagement activities for employees such as new year party, outing, CSR.

5. General Administrative Tasks

- Handle internal communications, such as emails, phone calls, and announcements.
- Prepare and maintain office equipment, such as printers, copiers, and computers.
- Ensure cleanliness and orderliness in the workspace.
- Coordinate between different departments in the factory, such as production, maintenance, and procurement.
- Communicate with external parties, such as suppliers or service providers.
- Responsible for handling various administrative tasks i.e. canteen, company bus, transportation, and providing support to the management team.

Qualification

- Bachelor's degree in HR or related field.

- At least 5 years' experience in HR.
- Knowledge of Thai Tax regulations and Labor Law.
- Strong organizational and time management skills.
- Attention to detail and ability to work under pressure.
- Proficiency in basic computer software, such as Microsoft Office (Word, Excel, PowerPoint).
- Good communication skills, both verbal and written in English.

会社説明