



## PR/117105 | HR Supervisor (Recruitment and Training)

### 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

1540590

#### 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06月04日 08:01

### 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 Description

- Develop and update job descriptions to ensure alignment with hiring needs.
- Identify and source potential candidates through various online platforms.
- Craft compelling recruitment emails to attract top talent.
- Review incoming applications and resumes for screening purposes.
- Conduct interviews via phone, video, and in person to assess candidates.
- Prepare and administer assignments and tests for numerical, language, and logical reasoning assessments.
- Promote job openings through effective advertising strategies.
- Shortlist qualified candidates and present them to the hiring manager.
- Send job offers via email and address queries related to compensation and benefits.
- Represent the company at job fairs to attract prospective employees.
- Provide guidance to new hires and support their onboarding process.
- Generate and maintain monthly recruitment reports.
- Update employee lists and organizational structures.
- Monitor and update training reports, including on-the-job training (OJT), annual training, training needs, and training matrices.

#### Requirements

- Minimum of 5 years of experience in recruitment and training functions.
- Bachelor's degree or higher in a relevant field.
- Proactive mindset with the ability to handle stress and work overtime when needed.
- Strong organizational skills with attention to detail.
- Experience in candidate sourcing techniques and recruitment strategies.
- Proficiency in English (both written and spoken).
- Excellent verbal and written communication skills.
- Hardworking professional with a positive attitude and good interpersonal skills.

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会社説明