



PR/117132 | HR Officer

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

1540602

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20日 12:21

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

HR Recruitment Officer (Workplace in Lat Krabang Industrial Estate, Bangkok)

Position: HR Recruitment Officer

Location: Lat Krabang Industrial Estate, Bangkok

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.00 PM

JOB RESPONSIBILITIES

- Handle HR tasks, mainly in recruitment, manage end-to-end recruitment processes, including sourcing, screening, interviewing, and onboarding new employees.
- Develop and implement onboarding programs to ensure a smooth transition for new hires.
- Employer branding activities to enhance the company's image and attract top talent.
- Design and implement new recruitment and onboarding initiatives to improve hiring efficiency and employee experience.
- Prepare and analyse recruitment and onboarding reports to track key metrics and provide insights for improvement.
- Collaborate with hiring managers to understand workforce needs and improve recruitment strategies.
- Maintain and update HR databases and ensure compliance with HR policies and regulations.
- Support HR-related projects and continuous process improvements.
- Other tasks as assigned.

JOB REQUIREMENTS

- This position, salary around 25,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Over 2 years' experience in HR Recruitment in Manufacturing business will be advantage
- Ability to communicate in English with foreign boss.
- Knowledge in Labor Law.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel.
- Able to travel to work in Lat Krabang Industrial Estate, Bangkok

会社説明