



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

1549092

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07月08日 17:04

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.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

会社説明