



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/117221 | HR Supervisor

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

1549128

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

Bonus: 4-5 months/year**Working day:** Monday to Friday and Saturday-a few times per year**Location:** Bo Win Subdistrict, Sri Racha District, Chonburi Province, Thailand**Job Summary:** We are seeking a highly skilled and experienced HR Supervisor who is strong in payroll and design assessment.**Key Responsibilities:**

- Oversee and manage all aspects of HRM.
- Handle payroll management and ensure timely and accurate salary disbursements.
- Conduct employee evaluations and manage performance appraisal processes.

- Develop and implement HR policies and procedures.
- Ensure compliance with labor laws and regulations.
- Manage employee relations and address any issues or grievances.
- Coordinate recruitment and selection processes.
- Provide guidance and support to management and staff on HR-related matters.
- Develop and manage training and development programs.
- Maintain employee records and ensure data accuracy.

Qualifications:

- Bachelor's degree in human resources, Business Administration, or related field.
- Proven experience in HR payroll or similar role.
- Strong knowledge of payroll, and employee evaluation processes.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Proficiency in HR software and Microsoft Office Suite.

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