



JAC Recruitment

We are recruitment specialists around the globe

Thailand

## PR/117521 | HR Assistant Manager or Manager

## 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

1549358

## 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 17:13

## 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

## Key Responsibilities:

- Oversee all HR and GA functions, including recruitment, employee relations, training, payroll, and office administration.
- Conduct meetings and confidential discussions with Japanese individuals without an interpreter when necessary.
- Manage and support two staff members: an interpreter and a safety officer.
- Ensure compliance with labor laws and internal policies.
- Coordinate with external parties and vendors for HR and GA-related matters.
- Maintain and improve workplace safety and employee well-being.

**Requirements:**

- Education: Bachelor's degree in human resources or related field.
- Language Skills: Intermediate English proficiency or higher (TOEIC score around 500 or equivalent); ability to communicate effectively with Japanese colleagues.
- Experience: Proven experience in HR and GA roles, preferably in a multicultural or Japanese company environment.
- Skills: Strong interpersonal, organizational, and leadership skills

**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.

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

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会社説明