

**PR/117586 | HR & GA Manager (Japanese-speaking N3 or above)****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

1549431

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 17:14

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 Title: HR & GA Manager (Japanese-speaking N3 or above)

Salary: Depends on experience, Open to discuss

Location: Samut Prakarn, Thailand

Working time: Monday – Saturday 8:00 – 17:00 (with 2-3 Saturdays worked per month)

Key Responsibilities:

Human Resources (HR):

- Develop and implement HR strategies aligned with business goals.
- Oversee recruitment, onboarding, training, and employee development programs.

- Manage performance appraisal systems and employee relations.
- Ensure compliance with labor laws and internal policies.
- Handle payroll, compensation, and benefits administration.
- Support organizational change and workforce planning.

General Affairs (GA):

- Manage office administration, facility maintenance, and company assets.
- Coordinate with external vendors and service providers.
- Oversee company events, travel arrangements, and internal communications.
- Ensure workplace safety and compliance with environmental regulations.
- Support internal audits and documentation processes.

Language & Communication:

- Act as a liaison between local staff and Japanese expatriates or HQ.
- Facilitate smooth cross-cultural communication and understanding.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Experience in Manufacturing 10 years above and must have experience in Manager level 5 years above
- Japanese language proficiency (JLPT N3 or above)
- Strong knowledge of local labor laws and HR best practices.
- Excellent interpersonal, leadership, and problem-solving skills.
- Proficiency in Microsoft Office.

Preferred Qualifications:

- Experience working in a Japanese company or with Japanese stakeholders.
- Familiarity with ISO standards and safety regulations in manufacturing.
- Ability to work independently and manage multiple priorities.

Welfare:

- Bonus
- Transportation allowance/Shuttle bus
- Accommodation
- Provident fund
- Social Security
- Perfect attendance
- OT
- Health check-up

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会社説明