



## PR/117597 | HR&GA Asst. 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

1549444

#### 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

#### Responsibilities:

- Managing all aspects of human resources and general administration functions within the company.
- This includes employee relations, performance management, benefits, administration, and ensuring compliance with labor laws and regulations.
- Coordinating and monitoring assistant HR Admin and general administration tasks specific to HR Administration process policies such as employee transportation, Uniform, Hotel Booking, Transportation Arrangement, 5S, take lead in the Employee Welfare Committee
- Manage the various maids and gardeners, locker, changing room, uniform,

canteen, drinking water, tissue paper, consumables etc.

Qualifications:

- Bachelor's degree in Human Resources or related field.
- Minimum 3-5 years of proven working experience in the HR & GA & Admin function
- Excellent communication and negotiation skills
- Good command of English with strong computer literacy

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会社説明