



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08月19日 04:00

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