CareerCross by JAC Recruitment

Thailand
We are recruitment specialists around the globe

PR/117679 | HR Specialist

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
1551984

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15日 10:26

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

HR & GA Supervisor

Our client is an automotive Parts manufacturing company. They are looking for a potential candidate who can fulfill their requirement as follows;

Location: WHA Eastern Seaboard

Business Type: Automotive Parts Manufacturing

Working day: Mon–Fri

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

- Chinese speaking (Preferable)

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

会社説明