



タイの求人なら
JAC Recruitment Thailand

PR/117738 | HR Assistant 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

1552428

業種

化学・素材

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 09:00

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

Key Responsibilities:

Human Resources (50%)

- Design and deliver training programs aligned with company goals; manage LMS and support performance appraisal processes.
- Lead recruitment and onboarding activities; assist with payroll and benefits coordination.
- Ensure compliance with Thai labor laws and liaise with government agencies.
- Maintain employee records and support legal documentation for HR actions.
- Handle employee relations and update internal policies with legal input.

General Administration (40%)

- Oversee office procurement, vendor coordination, and facility management.
- Support internal events, CSR activities, and staff engagement initiatives.
- Manage external communications and assist with visa/work permit processes.
- Ensure compliance with company policies and respond to employee inquiries.

Corporate Planning (10%)

- Schedule meetings, prepare presentations, and coordinate with stakeholders.
- Assist in planning tasks as assigned by management.

Qualification:

- Bachelor's degree in human resources, Organizational Development, Business Administration, or related field
- Minimum 7–11 years of relevant experience in HR (Training, Development, Recruitment or GA experience is a plus)
- Strong presentation and facilitation skills
- Proficient in Microsoft Office: Word, Excel, PowerPoint (Access is a plus)
- Excellent English communication skills (reading, writing, speaking)

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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会社説明