



## 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07月22日 10:11

### 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)

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会社説明