



PR/117780 | HR Supervisor (Recruit & Training)

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

1553865

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05日 10:35

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 Supervisor (Recruit&Training)

Location : Bang Bo, Samut Prakan

Responsibilities

- Develop and revise job descriptions for various roles
- Identify potential candidates via diverse online platforms
- Compose and send recruitment emails to engage prospects
- Review incoming CVs and application forms for suitability
- Conduct interviews (phone, video, and in-person formats)
- Prepare and administer assessments (numerical, language, logical reasoning)
- Publish job advertisements on appropriate channels
- Present shortlists of qualified applicants to hiring managers
- Issue job offers via email and respond to inquiries about compensation and benefits
- Participate in job fairs to promote hiring opportunities
- Support new hires during onboarding and act as an HR advisor
- Compile and submit monthly HR reports
- Maintain updated employee records and organizational structure
- Track and update training documentation including OJT, annual programs, training needs, and matrix

Qualifications

- Minimum of 5 years' experience in recruitment and training roles
- Bachelor's degree or higher in a relevant field
- Proactive and resilient under pressure; willing to work beyond standard hours when needed
- Strong organizational and time management skills
- Proven experience with candidate sourcing methods
- Good proficiency in English—written and spoken
- Excellent communication and interpersonal skills
- Professional demeanor with a strong work ethic

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

会社説明