



PR/117788 | Assistant to HR Advisor (OD)

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

1553872

業種

教育・学校

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09月02日 08:01

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

Assistant to HR Advisor (OD)

Location : Pahumthani

Working Hours : Mon-Fri (8:30-17:00)

Core Duties and Responsibilities

1. Organizational Development (OD)

- Contribute to the design and deployment of organizational structures and systems that improve academic and operational efficiency
- Develop OD initiatives that encourage innovation, scholarly excellence, and cross-functional collaboration
- Lead change management efforts for key strategic projects, such as structural reorganization, digital innovation, and accreditation preparations

1. Faculty and Staff Development

- Organize professional learning programs for faculty (e.g., teaching advancement, research capability, leadership) and staff (e.g., tech proficiency, service quality)
- Collaborate with academic units to align development pathways with institutional competencies

- Evaluate development initiatives through performance metrics, feedback, and data analysis

1. Performance and Talent Development

- Support the rollout of tailored performance management systems for all staff categories
- Manage annual appraisal cycles and create tools like evaluation rubrics, feedback templates, and performance documentation
- Partner with departments to identify emerging talent and co-develop succession and career development strategies

1. Employee Engagement and Cultural Enhancement

- Design and implement feedback mechanisms, engagement surveys, and programs that strengthen campus culture
- Assist in fostering a creative, inclusive, and growth-oriented work environment
- Champion internal recognition initiatives and branding aligned with university values

1. HR Data Analysis and Reporting

- Leverage HR data to inform workforce strategies and operational decisions
- Generate reports on training uptake, engagement levels, staff turnover, and competency trends for internal use and accreditation purposes

???? Required Qualifications

- Bachelor's or Master's degree in HR, Psychology, Business Administration, or a related discipline
- Minimum of 3 years' experience in Human Resources, particularly Organizational Development or related functions
- Deep understanding of performance management, OD strategies, and adult learning principles
- Strong skills in communication, facilitation, and managing stakeholders
- Competency in using Microsoft Office and HR platforms (e.g., LMS, HRIS)
- Able to work autonomously and collaboratively across different teams

???? Preferred Credentials

- Hands-on experience in organizational change or transformation projects
- Certifications in HR tools and frameworks (e.g., Coaching, StrengthsFinder)

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会社説明