



PR/117793 | HR Supervisor (Recruitment and 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

1554654

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26日 04:00

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

Job Description

- Develop and update job descriptions to ensure alignment with hiring needs.
- Identify and source potential candidates through various online platforms.
- Craft compelling recruitment emails to attract top talent.
- Review incoming applications and resumes for screening purposes.
- Conduct interviews via phone, video, and in person to assess candidates.
- Prepare and administer assignments and tests for numerical, language, and logical reasoning assessments.
- Promote job openings through effective advertising strategies.
- Shortlist qualified candidates and present them to the hiring manager.
- Send job offers via email and address queries related to compensation and benefits.
- Represent the company at job fairs to attract prospective employees.
- Provide guidance to new hires and support their onboarding process.
- Generate and maintain monthly recruitment reports.
- Update employee lists and organizational structures.
- Monitor and update training reports, including on-the-job training (OJT), annual training, training needs, and training matrices.

Requirements

- Minimum of 5 years of experience in recruitment and training functions.
- Bachelor's degree or higher in a relevant field.
- Proactive mindset with the ability to handle stress and work overtime when needed.
- Strong organizational skills with attention to detail.
- Experience in candidate sourcing techniques and recruitment strategies.
- Proficiency in English (both written and spoken).
- Excellent verbal and written communication skills.
- Hardworking professional with a positive attitude and good interpersonal skills.

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