



JAC Recruitment

タイの求人なら
JAC Recruitment Thailand

PR/117900 | HR GA Department 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

1555451

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09月30日 11:01

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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 & GA Department Manager

Location : Lamphun

Working Days: Monday–Friday

Company Industry: manufacturing

Key Responsibilities

- Develop and implement HR and GA policies aligned with company strategy
- Oversee operations of HR, GA, and IT departments
- Represent the company in external communications and government relations

- Act as liaison between the President and internal departments
- Ensure compliance with labor laws and company regulations
- Manage workplace safety and asset protection
- Design and maintain HR and administrative systems
- Supervise environmental and safety management programs
- Plan and monitor training and development initiatives
- Allocate resources to support business and environmental goals
- Evaluate and improve HR and GA performance
- Support employee development and engagement
- Lead recruitment and hiring processes
- Handle visa and work permit applications for foreign executives and technicians
- Supervise drivers, housekeeping staff, and security personnel
- Promote positive employee relations and organizational culture
- Prepare weekly and monthly reports for executive meetings

Qualifications

- Bachelor's degree or higher in Business Administration, HR, or related field
- Over 15 years of experience in HRM, HRD, and general affairs
- Proficient in Microsoft Office
- Strong knowledge of labor laws and employee welfare regulations
- Familiarity with environmental, safety, and occupational health systems
- Excellent communication, leadership, and adaptability skills
- Good command of English

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