



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08月19日 10:26

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 GA Department Manager

Location : Lamphun

Working Days : Mon - Fri / 08:00-18:00

Key Responsibilities

Human Resources (HR)

- Plan and execute recruitment and hiring processes to meet organizational manpower needs
- Develop and revise HR policies, including salary structure, employee benefits, and bonus schemes
- Manage payroll, attendance tracking, and social security systems
- Design and implement training and development programs for staff
- Evaluate employee performance (KPI) and plan career development paths
- Maintain positive employee relations and handle complaints or conflicts effectively
- Ensure compliance with labor laws and company regulations

General Affairs (GA)

- Oversee office maintenance, including equipment, electrical systems, and workplace safety
- Supervise general administrative tasks such as employee shuttle services, housekeeping, and security staff
- Manage VISA and Work Permit processes for foreign employees
- Prepare weekly/monthly reports for management review
- Support internal company activities such as parties, seminars, and CSR initiatives

Qualifications

- Age: 35–45 years old
- Bachelor's degree or higher in Human Resource Management, Psychology, Business Administration, or related fields
- Experience: Minimum of 10 years in HR & GA functions with proven team management experience
- Language: Good command of English
- knowledge of safety management systems and environmental management systems will be given special consideration

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.

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会社説明