



PR/117914 | HR ADMIN 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

1556224

業種

ITコンサルティング

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09日 03:00

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

HR Admin Manager (Workplace around MRT Petchburi, Bangkok)

Position: HR Admin Manager

Location: MRT Petchburi

Business: IT

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in HRM, HRD, HROD, Admin.
- Making strategy of HR, hiring, improve HR structure.
- Oversee all aspects of human resources operations, including recruitment, onboarding, employee relations, and performance management
- Develop and implement HR policies and procedures in compliance with local labor laws.
- Manage payroll, benefits, and compensation structures
- Coordinate training and development programs to enhance employee skills and engagement
- Handle disciplinary actions, grievance procedures, and conflict resolution
- Supervise general administrative functions, including office management, supplies, and facility maintenance
- Liaise with government agencies and ensure legal and regulatory compliance
- Support expatriate staff with visa, work permit, and relocation matters
- Prepare and manage HR and administrative budgets
- Maintain and update employee records and HR databases
- Lead internal communications and promote a positive workplace culture.
- Team Management.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, total salary around 60,000 - 80,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Experience in HR Management level
- Over 8 years' experience in HR Admin Manager.
- Thai Speaker only
- Ability to communicate in English with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Petchburi, BKK

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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