



PR/117955 | General Affairs Assistant 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

1556246

業種

小売

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

2026年04月07日 16:00

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

OVERVIEW

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

Admin GA and Safety Assistant Manager (Workplace at Khon Kaen)

Position: Admin GA and Safety Assistant Manager

Location: Khon Kaen

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in GA, Admin, Safety, Environment, Office management.
- Handle workplace safety and align with regulatory compliance
- Handle compliance related to general admin, PDPA, DBD, BOI, Factory Act, Occupational Safety, Health and Environment Act, industrial and environmental regulations, Thai Labour Law.
- Implementing and updating policy and procedures related to OSH and environmental compliance.
- Waste management and disposal, Risk and security management, Intellectual property management.
- Providing training and guidance to employees on compliance requirements and procedures.
- Facility management, maintenance of lands, buildings, cars, company equipment, office maintenance.
- Contract and document management, procurement and vendor management, purchasing office suppliers.
- Planning, budgeting, and forecasting for department.
- Overseeing secretarial work including VISA and work permit arrangement.
- Event and travel arrangement, manage company car transportation.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 40,000 - 60,000 THB
- Graduate in institution of education level, bachelor's degree or higher in any related field.
- Over 9 years' experience in Admin, GA, HR, Safety in factory or manufacturing business.
- Experience in management level
- Knowledge in laws and regulations applicable to Thai companies.
- Must use English in speaking, reading and writing.
- Having TOEIC score to ensure English skill score around 700+ will be advantage.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work in Khon Kaen.

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