



PR/117961 | HR & GA Asst 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

1556813

業種

化学・素材

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02日 10:57

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 GA & Safety Assistant Manager (Workplace in Udonthani)

Position: HR Admin Manager

Location: Udonthani

Business: Manufacturing

Working hour: Monday – Friday, 7.00 AM – 17.00 PM, Saturday around 1 day per month

JOB RESPONSIBILITIES

- Handle overall loops in HRM, HRD, HROD, Admin, GA, Safety.
- Manage HR GA team and support subordinates.
- Support top management to renew HR system; performance evaluation, assessment, promotion system.
- Management work of the Human Resources Division and General Affairs Division, coordinate with government sections.
- Manpower planning, recruitment and selection, policy setting, control budget.
- HRD, setting career path and training roadmap, setting company strategy, control budget and annual training plan.
- Performance evaluation, setting procedure, KPI, career path and promotion.
- Compensation and benefits, welfare, review salary, survey, setting annual salary promoting, annual bonus.
- Handle company activities, CSR.
- Develop and implement HR policies and procedures in compliance with local labor laws.
- GA Admin tasks, stock control, uniform, facility control.
- Facility management, maintenance of lands, buildings, cars, company equipment, office maintenance.
- Manage company car, maids, security guards, cafeteria, company bus, asset control.
- Safety, Environment, 5 Sor, handle workplace safety and align with regulatory compliance.
- Team Management.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, total salary around 35,000 - 45,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Experience in HR Management level
- Over 9 years' experience in HR, GA, Safety in factory or manufacturing business.
- Thai Speaker only
- Knowledge in laws and regulations applicable to Thai companies.
- 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 in Udonthani province.

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