



PR/118032 | HR Admin / General Affair Supervisor

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

1557732

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23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

Required Skills:

- Manage and oversee HR administrative functions and general affairs to ensure smooth daily operations.
- Coordinate welfare programs and manage benefits such as uniform distribution, canteen services, and performance monitoring of drivers and housekeepers, along with related support tasks.
- Plan, organize, and support internal company events, employee engagement activities, and CSR initiatives.
- Supervise and liaise with external service providers including cleaning, security, transportation, and facility maintenance vendors to uphold workplace standards.
- Handle procurement processes related to HR and general affairs, including vendor selection, purchase orders, and expense tracking.
- Support the implementation and maintenance of ISO standards, 5S, safety policies, and workplace improvement initiatives.

- Provide reports and updates to management on HR administrative and general affairs activities.
- Perform additional duties and special projects as assigned.

Qualifications:

- Bachelor's degree in Human Resource Management, Business Administration, or a related field.
- Excellent organizational, communication, and interpersonal skills.
- Good communication skills in English; Chinese language skills are a plus.
- Ability to work under pressure and manage multiple tasks effectively.

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