



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

1559094

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10月07日 09:00

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

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.

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会社説明