



PR/118547 | HR Admin

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

1566543

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

2026年01月20日 05:00

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

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

Working Hours: Mon–Sat, 8:00–17:00 (Full Saturday)

Key Responsibilities:

- Manage HR and administrative functions for Rayong factory
- Recruitment: job postings, screening, interviews, onboarding
- Employee relations, performance management, training & development
- Ensure compliance with labor laws and company policies
- Administer payroll, benefits, and attendance
- Office administration: procurement, facility management, general services

- Liaison between HQ and local staff; support management
- Promote positive workplace culture and engagement initiatives

Requirements:

- Experience: 5+ years in HR & Admin within manufacturing
- Education: Bachelor's degree
- Language: Prefer English (documents)
- Motivated to improve company processes

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