



PR/118768 | HR ADMIN 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

1572259

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02月10日 12:01

応募必要条件

職務経験

10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

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

Key Responsibilities

- Lead recruitment, onboarding, and employee development.
Manage performance review processes and employee relations.
- Oversee compensation, benefits, payroll, and HR compliance.
Handle HR policies, audits, and accurate employee data.
- Supervise GA functions: facility, utilities, vendors, office supplies, and company events.
- Implement workplace safety programs and investigate incidents.

Qualifications

- Bachelor's degree in HR, Business Administration, or related fields.
- 10+ years in HR, preferably in manufacturing/automotive.
Strong knowledge of Thai labor law and HR operations.
- Experience with labor unions or union negotiations is a strong plus.
- Excellent communication, leadership, and organizational skills.

- Proficient in HR systems and administrative tools.

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

会社説明