



PR/118854 | HR & Administration 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

1572851

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17日 10:01

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

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

Job Responsibilities

- Responsible for recruitment and talent acquisition activities.
- Oversee training and development programs.
- Manage payroll, compensation, and employee benefits.
- Prepare, manage, and maintain HR-related documents and records.
- Ensure all HR documents are updated and properly organized.
- Coordinate with various departments to ensure company policies and regulations are properly implemented.
- Manage and provide guidance on administrative tasks.

- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in Social Sciences or a related field.
- At least 2 years of experience in an HR Supervisor position.
- Good command of English.

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