



PR/119055 | Assistance HRA 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

1578087

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16日 11:40

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

Job Responsibilities:

- Support the monitoring and enhancement of departmental responsibilities, ensuring all job descriptions are clearly defined and aligned with each role.
- Assist in the daily operations of HR functions, providing coordination and support across all HR team activities.
- Provide comprehensive HR assistance to the HR Manager, including administrative and operational tasks.
- Participate in the recruitment and selection process, including task assignment to the responsible HR team members to ensure an efficient hiring workflow.

Qualifications:

- Bachelor's degree in Human Resources or a related field.
- Strong reporting abilities with excellent document management skills.
- Good command of English; Chinese language skills will be an advantage.
- Strong organizational and administrative skills with the ability to 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.

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

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会社説明