



## PR/119266 | Senior Human Resources Planning Officer

### 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

1582460

#### 業種

自動車・自動車部品

#### 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05月12日 14:00

### 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

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

Senior Human Resources Planning Officer

Salary : 40,000 - 45,000 THB

Location : Samutprakarn

#### Job Responsibilities

- Oversee the company's HR systems, employee records, organizational charts, and approval processes.

- Direct annual performance reviews and competency evaluations for management consideration.
- Manage organizational restructuring, promotions, and staff rotations each year.
- Lead HR initiatives from planning through execution, ensuring system adoption and continuous improvement.
- Handle employer branding activities across the company website and digital platforms.
- Monitor project progress and deliver detailed HR data reports to leadership.
- Organize and support company-wide events and employee engagement programs.
- Provide coaching and mentorship to team members to improve performance and resolve operational challenges.
- Carry out additional duties as assigned by supervisors.

#### Qualifications

- Bachelor's degree in Business Administration, Human Resources, or related fields.
- At least 6 years of experience in HR Planning, HR Development, HR Information Systems, or HR Business Partner roles.
- Strong proficiency in MS Office tools (Excel, Power BI, Power Automate, etc.).
- Basic knowledge of media software for public relations and communication tasks.
- Familiarity with labor law fundamentals.
- Excellent communication, interpersonal, and coaching abilities.
- Good command of English (minimum TOEIC score of 550).
- Possession of a valid driving license is considered an advantage.

**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