



PR/119358 | HR Generalist

### 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

1584436

業種

小売

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06月09日 05:00

### 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

日常会話レベル

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

HR Generalist

Job Description

- Support end-to-end HR operations, including recruitment, employee relations, payroll coordination, and general HR administration.
- Work closely with internal teams to ensure smooth HR processes and compliance with company policies.
- Assist in implementing HR initiatives and supporting day-to-day employee needs.
- Maintain HR documentation, records, and reports with accuracy and confidentiality.
- Collaborate with managers and employees to foster a positive and productive work environment.
- Ensure all HR practices are aligned with Thai labor laws and organizational standards.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related fields.
- 2-4 years of experience in HR generalist roles, ideally in fast-paced settings such as e-commerce, retail, or startups.

- Strong knowledge of HR practices across recruitment, employee relations, payroll coordination, and HR administration.
- Familiarity with Thai labor law and HR compliance requirements.
- Strong communication skills in Thai and English; Vietnamese is a plus.
- Highly organized, proactive, and able to manage multiple tasks independently.
- Strong problem-solving skills and attention to detail in HR operations.
- Hands-on, adaptable, and willing to support various HR functions as needed.
- Good interpersonal skills with the ability to build trust and maintain positive employee relationships.
- Comfortable working in a dynamic, multicultural environment.

**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