



PR/119402 | Asst. HR 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

1585964

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04月07日 11:12

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

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

Job Summary

We are seeking a proactive and detail-oriented **Asst. HR Manager** to oversee HR operations, manage the HR team, and support employee relations initiatives. This role is responsible for ensuring efficient HR processes, compliance with company policies, and organizing HR and CSR activities to strengthen organizational culture.

Key Responsibilities

- Prepare HR operational reports and implement continuous improvements to HR processes
- Supervise and manage a team of 5 HR staff, including working time control, leave administration, and disciplinary matters
- Ensure accurate attendance, payroll-related data, and compliance with company policies
- Organize and coordinate HR activities such as employee engagement programs, internal events, and training support
- Promote positive employee relations and handle employee concerns professionally

- Develop, implement, and maintain HR Standard Operating Procedures (SOPs)
- Ensure HR practices comply with labor laws and company regulations
- Plan and coordinate Corporate Social Responsibility (CSR) activities
- Support management in HR-related projects and initiatives

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