



PR/119443 | HRIS Specialist

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

1586599

業種

物流・倉庫

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26日 07:00

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

流暢

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

HRIS Superuser

Role Overview

The HRIS Superuser is responsible for the day-to-day administration, optimization, and continuous improvement of the organization's Human Resources Information System. This role plays a critical part in ensuring the HRIS effectively supports HR operations, strategic initiatives, and delivers a high-quality employee and benefits experience across multiple countries.

Job Responsibilities:

- Partner with internal teams and external vendors to gather business requirements and lead system planning, development, testing, and deployment activities.
- Configure, maintain, and optimize the HRIS to support global and regional HR processes.
- Develop and maintain standard and ad-hoc HRIS reports to support data-driven HR decisions.
- Translate complex, multi-country business needs into clear functional and technical system requirements.
- Coordinate system implementation activities, including configuration, data migration, and user acceptance testing.
- Design and deliver user training to ensure effective system adoption and ongoing proficiency.

- Act as the primary contact for HRIS inquiries, providing guidance and support to regional HR teams.
- Monitor system performance post-implementation and manage issue tracking through to resolution.
- Contribute to and lead continuous improvement initiatives related to HR systems and processes.
- Ensure data accuracy, data governance, system security, and compliance with data protection regulations.
- Maintain consistent communication with global and regional stakeholders to ensure alignment and best practices are followed.
- Stay informed on HRIS trends, enhancements, and emerging technologies.

Qualifications:

- Hands-on experience administering or supporting an HRIS in a multi-country or regional environment.
- Proven experience managing user access, system permissions, reporting, and troubleshooting.
- Strong understanding of HR processes and HR data.
- Experience providing user support and delivering system training.
- Excellent command of English (written and spoken).
- Familiarity with SAP SuccessFactors or similar HRIS platforms is a strong advantage.

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会社説明