



PR/119593 | HR & GA 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  
1598963

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06月26日 10:48

#### 応募必要条件

職務経験  
10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  
基礎会話レベル

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 & GA Manager

Location: Bangna, Thailand

Working hours: Monday - Friday 8:30 - 17:30

Salary: 55,000-65,000 THB/month

Qualifications:

- Minimum of 10 years of HR experience, including managerial responsibilities.
- Previous experience working in a Japanese company is required.
- Proven experience as a hands-on manager, capable of both leading a team and actively handling daily HR and GA operations.

- Strong knowledge of Thai labor laws, HR practices, and administrative processes.
- Experience supporting both manufacturing and sales office environments is an advantage.
- Good command of English (both written and spoken).
- Japanese language proficiency is an advantage.

#### Key Responsibilities

- Oversee and manage all HR and General Affairs functions, including payroll, recruitment, employee relations, and regulatory compliance.
- Administer HR systems (Tiger Soft) and ensure accurate HR data management.
- Handle visa and work permit processes for Japanese expatriates.
- Manage payroll, banking transactions, social security, insurance, and provident fund administration, particularly for Japanese staff.
- Coordinate and collaborate closely with the HR team at the factory to ensure alignment and efficiency across operations.

**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