



PR/119688 | HR&GA, Asst. 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

1598998

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08月09日 06:00

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

HR & GA Assistant Manager

???? Location: Chonburi

???? Employment Type: Full-time

About the Role

We are looking for a proactive and experienced **HR & GA Assistant Manager** to support and drive all HR and General Administration functions. This role is ideal for a strong HR professional who can lead a team, improve processes, and partner with management to enhance overall organizational effectiveness.

Key Responsibilities

- Manage end-to-end HR functions including:
 - Recruitment & onboarding
 - Payroll administration
 - Training & development

- Employee relations
- Performance management (HRD/HRM)
- Ensure compliance with labor laws and company policies
- Lead and develop the HR & GA team to achieve departmental goals
- Analyze HR data and prepare reports to support management decisions
- Oversee general administration tasks and ensure smooth office operations
- Drive HR initiatives to improve employee engagement and retention

Qualifications

- Bachelor's degree or higher in Human Resources, Business Administration, Psychology, or related fields
- 5–10 years of HR experience, with supervisory or assistant manager experience preferred
- Strong knowledge of Thai labor laws and HR best practices
- Excellent leadership, planning, and team management skills
- Strong analytical thinking and problem-solving ability
- Good communication and coordination skills
- Ability to work well under pressure

Skills & Requirements

- Proficient in Microsoft Office (Excel & PowerPoint)
- Experience in HR data analysis and reporting
- Good command of English is 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