



PR/119812 | HRD Senior Supervisor

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

1599057

業種

その他（ 商社 ）

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

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

HRD & GA Senior Supervisor (Workplace around MRT Silom, BKK)

Position: HRD & GA Senior Supervisor

Location: MRT Silom or BTS Saladaeng, Bangkok

Business: Engineering Maintenance

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle operation tasks in HRD, GA, IT Support, Office Admin and Project management in HR Development.
- Conduct employee training and onboarding programs to ensure smooth integration of new hires.
- Manage employee communications and handle investigations related to workplace issues or cases.
- Oversee disciplinary processes in accordance with company policies.
- Handle recruitment activities to fill open positions in a timely manner.
- Ensure compliance with company policies, procedures, and regulations.
- Review, prepare, and screen applications, office expenses and payment.
- Manage general administration and employee welfare programs for branch office staff.
- Coordinate and oversee the distribution of company uniforms.
- Maintain and organize office storage systems effectively.
- Supervise operations and maintain 5Sor standards for Bangkok office and branch office.
- Lead and organize "Happy Workplace" initiatives, including preparing proposals for management approval.
- Coordinate with the IT team to support all technology-related requirements.
- Deliver IT-related training sessions to employees.
- Maintain and monitor IT hardware and software inventories.
- Support the implementation the online training program.
- Project Management, Develop and manage succession planning and talent management strategies.
- Other tasks as assigned

JOB REQUIREMENTS

- This position, salary around 40,000 - 50,000 THB
- Graduate in institution of education level, bachelor's degree or higher in HR, Accounting, English, Management or any related fields.
- The candidate is required over 8 years in HRD, GA Admin, Accounting, Office Management, HR, GA.
- Knowledge in Thai labour laws will be advantage.
- Ability to communicate in English with foreign boss.
- Extrovert character, willing to meet with people.
- Able to work in small office, one man shows.
- Able to use PowerPoint or Canva for doing presentation slide.
- Able to use computer literacy in MS Office, Powerpoint, Canva
- Available to work in pressure, proactive, rush environment.
- Able to travel to work around MRT Silom or BTS Saladaeng, Bangkok

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

会社説明