

PR/119819 | HR & Admin Manager (Japanese-speaking N2+)

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
1599062

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10月18日 08:00

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
ビジネス会話レベル

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 & Admin Manager (Japanese-speaking N2 or above)
Location: Samut Sakhon, Thailand
Working Hours: Monday – Friday (08:00 – 17:00) + Alternate Saturday
Salary: 70,000 – 100,000 THB/month
Company Overview
Our client is a Japanese manufacturing company specializing in hydraulic tipping gear, double-acting cylinders, and wastewater treatment equipment for industrial and commercial applications. The organization operates with approximately 250 employees and maintains close collaboration with its headquarters in Japan.
Position Overview
We are seeking an experienced and dynamic HR & General Affairs Manager to lead and oversee all human resources and administrative functions. This role requires strong leadership capabilities, strategic thinking, and hands-on experience managing HR and GA operations in a manufacturing environment, particularly within Japanese organizations.
Key Responsibilities
Human Resources Management
- Oversee full-spectrum HR functions including payroll, social security, recruitment, training, and employee relations.
- Ensure compliance with Thai labor laws and company policies.
- Develop and implement HR strategies aligned with business objectives.

Performance Management

- Lead the review, enhancement, and implementation of performance evaluation systems.
- Drive continuous improvement in employee performance and engagement.

General Affairs (GA) Management

- Manage administrative functions, including office administration, IT support, safety, security personnel, and drivers.
- Ensure efficient daily operations and proper facility management.

Compensation & Benefits

- Plan, review, and improve salary structures and compensation frameworks.
- Ensure competitive and fair employee benefits.

Government & External Liaison

- Handle government-related procedures, documentation, and compliance.
- Liaise and negotiate with relevant authorities and external parties.

Stakeholder Coordination

- Collaborate closely with the Japan headquarters on HR and administrative matters.
- Support cross-cultural communication and alignment.

Qualifications

- Bachelor's degree or higher in Human Resources, Business Administration, or related field.
- At least 10 years of experience in HR & General Affairs, with solid managerial experience.

- Proven experience as an HR & GA Manager in a Japanese manufacturing company.
- Strong knowledge of Thai labor law, payroll processes, and HR best practices.
- Demonstrated ability to handle government procedures and negotiations.
- Excellent leadership and team management skills.
- Strong organizational and problem-solving abilities.
- Japanese: JLPT N2 or above (mandatory)
- English: Intermediate level

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