



PR/119821 | HR&GA 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

1599064

業種

自動車・自動車部品

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 10:50

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

基礎会話レベル

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

Key Responsibilities

- Manage and process monthly payroll accurately and on time
- Handle employee relations, including conflict resolution and engagement activities
- Coordinate and manage labor union communication and negotiations
- Oversee GA & facility management operations (office administration, maintenance, vendors)
- Maintain HR records, reports, and compliance documentation
- Utilize Excel for HR reporting, data analysis, and process improvement

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field
- Minimum [2–5] years of experience in HR & GA functions
- Strong knowledge of payroll processes and labor regulations
- Experience in union management is a plus
- Proficient in Microsoft Excel (e.g., Pivot Tables, formulas, reporting)
- Strong interpersonal, communication, and problem-solving skills

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会社説明