



タイの求人なら

JAC Recruitment Thailand

PR/119897 | HR Manager (Hotel set-up experience), Phuket

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
1599107

業種
旅行・観光

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09月06日 04:00

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
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 Manager (Hotel set-up experience), Phuket

Location: Phuket

Key Metrics:

- Hiring completed on time for Grand Opening
- New hire quality (probation success)
- Full legal compliance (contracts, permits, ratios)
- Turnover & time-to-fill

- Employee engagement
- Training completion & hours
- HR delivery within budget

Key Responsibilities:

1. Recruitment

- Lead end-to-end hiring aligned with pre-opening timeline.
- Hire HODs first, then line staff.
- Manage agencies, pipelines, and interviews.
- Support hiring of senior roles (ExCom/HODs).
- Build talent pipeline and employer branding.
- Ensure structured onboarding/induction.

2. Legal Compliance

- Ensure compliance with Thai labor and immigration laws.
- Manage visas/work permits and foreign staff ratios.
- Ensure job titles comply with Thai restrictions.
- Prepare compliant contracts with legal counsel.
- Maintain audit-ready HR documentation.

3. Performance & Rewards

- Set probation KPIs and performance targets.
- Design performance review system (property-specific).
- Benchmark salaries and benefits.
- Propose incentives and bonus structures.

4. Learning & Development

- Develop training aligned with wellness concept.
- Conduct training needs analysis.
- Build succession and development plans.
- Run exit interviews and recommend improvements.

5. HR Operations

- Build HR systems (policies, handbook, job descriptions).
- Maintain employee records and HR documentation.
- Manage staff accommodation (if applicable).
- Track leave and report to Finance monthly.

6. General

- Provide monthly HR reports.
- Keep leadership informed of HR matters.

- Promote a positive, compliant, service-driven culture.

Qualifications & Experience:

- Minimum 10 years of progressive HR experience, with at least 5 years in a standalone / independent HR Manager role (non-chain or pre-opening environment preferred).
- Proven experience leading HR functions from scratch, including building policies, systems, and frameworks without corporate support.
- Strong background in hospitality, wellness resorts, or service-led environments (pre-opening experience highly preferred).
- Demonstrated track record in high-volume recruitment and successful pre-opening hiring delivery.
- Deep knowledge of Thai labour law, immigration, and work permit regulations, including foreign employee compliance requirements.
- Experience managing HR compliance audits, contracts, and legal documentation.
- Proven capability in performance management, compensation structuring, and employee engagement strategies.
- Hands-on experience in training & development, including building induction and service culture programs.

Skills & Competencies:

- Strong leadership and ability to operate independently with full ownership.
- Excellent stakeholder management (owners, senior leadership, external partners).
- High attention to detail with a strong compliance mindset.
- Ability to balance strategic HR and operational execution.
- Strong communication skills in Thai and English.

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

会社説明