

PR/119980 | HR Manager (Japanese-speaking, JLPT N2+), WFH

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
1600915

業種
電気・電子・半導体

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11月24日 20:00

応募必要条件

職務経験
3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
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 Manager (Japanese-speaking, JLPT N2+), WFH

Location: Bangkok (Hybrid – 2 days WFH)

Working Hours: 08:30–17:30 (Mon–Fri)

Salary: 65,000–85,000 THB / Month (depends on experience)

Key Responsibilities:

- Review and improve HR systems, performance evaluation systems, and employment regulations across multiple countries.
- Conduct policy comparisons, gap analysis, and prepare reports for management.
- Manage HR operations including recruitment, performance appraisal, labor management, and HR documentation.

- Research labor laws and employment regulations in Thailand and other countries to ensure compliance.
- Prepare HR data, system documents, analytical reports, and presentation materials.
- Coordinate with internal teams and overseas stakeholders to support regional HR initiatives.

Qualifications:

- Bachelor’s degree or higher in HR, Business Administration, or a related field.
- JLPT N2 or above with strong communication skills in Japanese.
- At least 5 years of experience in HR/Admin or broad back-office functions.
- Strong knowledge of Thai labor law and HR operations.
- Experience supporting regional HR activities or overseas subsidiaries is an advantage.
- Strong analytical, organizational, reporting, and problem-solving skills.
- Proficient in Microsoft Office applications.
- Able to handle confidential information with professionalism and integrity.

Benefits:

- Bonus
- Transportation allowance: 2,500 THB/Month
- Position allowance: 2,500 THB/Month
- Health Insurance
- Provident Fund
- Annual medical health check-up

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