



PR/120065 | HR & Admin Manager

## 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

1603123

業種

福祉・介護

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01日 02:00

## 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

### Key Responsibilities

#### HR Strategy & Administration

- Develop and implement HR policies, procedures, and administrative strategies aligned with corporate, regional, and local requirements.
- Drive HR operational excellence, professionalism, compliance, and cost-efficiency.
- Manage HR and administrative budgets and ensure effective resource utilization.
- Support organizational changes, business growth initiatives, and project transitions.

#### Recruitment & Workforce Planning

- Lead manpower planning, headcount forecasting, and recruitment budgeting.

- Develop and maintain recruitment policies, procedures, and workforce planning frameworks.
- Manage end-to-end recruitment processes for all organizational levels.
- Partner with business leaders to forecast talent needs and support workforce planning initiatives.
- Enhance recruitment effectiveness and candidate selection processes.

#### Compensation & Benefits

- Manage payroll and benefits budget forecasting.
- Oversee payroll administration, ensuring accuracy, compliance, and timely processing.
- Implement and maintain salary structures, grading systems, and compensation frameworks.
- Conduct salary benchmarking and market surveys to ensure competitiveness.
- Recommend compensation and benefits improvements aligned with market trends and business objectives.

#### Employee Relations

- Act as a trusted advisor to management and employees on HR policies and practices.
- Handle employee grievances, disciplinary matters, and workplace disputes.
- Support labor relations activities, negotiations, and dispute resolution processes.
- Review employment-related contracts and legal agreements in coordination with legal counsel.
- Lead employee welfare initiatives and Welfare Committee activities.

#### Performance Management

- Design, implement, and continuously improve performance management systems.
- Develop performance appraisal processes and guidelines.
- Support merit increases, bonus planning, and employee development programs.
- Provide strategic recommendations to enhance organizational and individual performance.

#### Learning & Development

- Develop annual training plans and manage training budgets.
- Identify organizational and individual development needs in partnership with department managers.
- Design and implement learning and development programs.

#### Qualifications:

- Bachelor's degree in Human Resources or related field.
- Proven working experience as HR Manager or other HR Executive
- People-oriented and results-driven
- Demonstrable experience with Human Resources metrics
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation, and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company

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会社説明