

PR/120207 | HR Processes & Digitalization

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
1607758

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11月10日 18:00

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
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

- Support the implementation and continuous improvement of HR processes and digitalization initiatives across the assigned region.
- Provide support for HR systems, process-related inquiries, and user adoption activities.
- Coordinate training, communication, and documentation for new HR tools, systems, and process updates.
- Assist in gathering business requirements and coordinating HR system testing, including User Acceptance Testing (UAT).
- Maintain process documentation, user guides, FAQs, and standard operating procedures.
- Monitor HR process performance and support reporting activities while identifying opportunities for process improvement.

Your Experience & Qualifications

- Bachelor's degree in Human Resources, Business Administration, Information Systems, or a related field.
- 2-5 years of experience in HR Operations, HR Shared Services, HRIS, HR Projects, or Process Improvement.
- Good command of spoken and written English and Thai.
- Experience working with HR systems such as SAP HCM, SuccessFactors, Workday, UKG, or similar platforms is an advantage.

#LI-JACTH

#citybangkok

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会社説明