

PR/120314 | HR 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
1609921

業種
その他（メーカー）

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 18:00

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
基礎会話レベル

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

Job Summary

We are seeking a highly experienced and strategic Administrative Manager to oversee all administrative and support functions within the organization. This role is critical in ensuring efficient operations, supporting business objectives, and driving organizational excellence.

Key Responsibilities

- Develop and implement policies, strategies, and plans related to overall administrative management
- Oversee administrative operations, office systems, and drive the adoption of technology to improve efficiency
- Lead and manage Human Resources functions, including workforce planning, recruitment, development, performance

management, and organizational discipline

- Supervise accounting, financial operations, budgeting, cost control, and asset management
- Ensure compliance with company policies, legal requirements, and regulatory standards
- Coordinate with internal departments, external partners, and government authorities
- Analyze issues, make strategic decisions, and resolve administrative challenges
- Report operational performance and key updates to senior management

Qualifications

- Bachelor's degree or higher in Business Administration, Management, or a related field
- Strong command of English (speaking, reading, and writing)
- Male or Female, aged between 45 – 50 years

Experience Requirements

- Minimum 20 years of experience in administrative or related roles within a manufacturing environment
- At least 10 years in a senior management or executive-level position
- Experience in the automotive industry will be an advantage

Key Skills & Competencies

- Strong leadership and decision-making abilities
- Strategic thinking and problem-solving skills
- Excellent communication and coordination skills
- High level of integrity and compliance awareness
- Ability to manage multiple functions and drive organizational efficiency

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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会社説明