



PR/120476 | HR GA Leader or HR GA Assistant 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

1614487

業種

小売

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29日 10:16

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

日常会話レベル

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

HR & GA Assistant Manager (Workplace around MRT Samyan, Bangkok)

Position: HR & GA Assistant Manager

Location: MRT Samyan, Bangkok

Business: Chemical trading

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

JOB RESPONSIBILITIES

- Handle overall loops in HR GA, Admin, ensuring that HR operations, employee services, and administrative activities are managed accurately, efficiently and compliance with company policies and Thai labor laws.
- Oversee daily HR operations and ensure smooth execution of HR activities.
- Lead, mentor, and enhance the capabilities of the HR GA team to achieve business and functional objectives.
- Manage end-to-end recruitment activities, including workforce planning and talent acquisition.
- Support compensation and benefits programs, including salary reviews and employee welfare initiatives.
- Ensure compliance with labor laws, employment regulations, and HR policies.
- Handle employee relations matters and oversee daily HR administration.
- Administer social security, statutory benefits, and other employee-related programs.
- Oversee payroll operations to ensure timely and accurate salary processing.
- Liaise with external legal counsel on employment matters, contracts, and legal documentation.
- Manage work permit and visa applications, renewals, and related documentation for expatriate employees.
- Oversee office administration, facilities management, and workplace operations.
- Manage company assets, office equipment, vehicles, and vendor relationships.
- Support IT system implementation, maintenance activities, and technology improvement projects to enhance business efficiency.

JOB REQUIREMENTS

- This position, total salary around 60,000 - 80,000 THB
- Graduate in institution of education level, bachelor's degree or higher in HROD, Business Administration, English, Japanese or any related fields.
- Experience over 9 years HR, GA, Office Management.
- Proven track record of long-term employment and career progression within organizations.
- Ability to communicate in English with expats.
- Able to work under pressure and different culture.
- Demonstrates strong people management skills, with a high sense of responsibility and a supportive leadership style.
- Lead HRGA operations while driving process improvements, strengthening cross-functional collaboration, developing team capabilities, and supporting management in resolving organizational challenges.
- Serve as a key management support partner, helping build a more efficient, structured, and scalable organization to support future business growth.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Samyan, BKK

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