

PR/120502 | HR&GA 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
1614507

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10日 07:00

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

HR & GA Manager / Senior Manager

About the Company

Our client is a well-established international manufacturing company seeking an experienced HR & GA Manager / Senior Manager to lead Human Resources, General Administration, Quality Management Systems, Safety, and Compliance functions. This role will be a key business partner to management, driving organizational effectiveness, talent development, digital transformation, and operational excellence.

Key Responsibilities

Strategic HR Business Partnering

- Develop and implement HR & GA strategies aligned with business objectives and regional directions.
- Partner with management to provide workforce insights and organizational development solutions.

- Drive organizational transformation and cultivate a high-performance culture.
- Lead workforce planning and succession strategies to support business continuity.

Talent Management & Organization Development

- Lead end-to-end recruitment and talent acquisition activities.
- Develop succession planning, career development, and talent management frameworks.
- Drive performance management, KPI setting, and competency development processes.
- Build leadership development and employee engagement programs.
- Monitor recruitment effectiveness and key HR metrics.

HR Operations & Employee Relations

- Oversee payroll, compensation & benefits, employee welfare, and HR administration.
- Ensure compliance with labor laws, company policies, and HR procedures.
- Manage employee relations, disciplinary actions, grievance handling, and conflict resolution.
- Lead HR budget planning and cost optimization initiatives.

Learning & Development

- Conduct Training Needs Analysis (TNA) and create annual training plans.
- Promote continuous learning and digital learning initiatives.
- Evaluate training effectiveness and development ROI.

General Administration

- Lead office administration and facility management activities.
- Oversee company assets, vehicles, security, housekeeping, utilities, and vendor management.
- Develop efficient and cost-effective administrative processes.
- Ensure business continuity and emergency preparedness programs.

Digital Transformation & Process Improvement

- Lead HR digital transformation and process automation initiatives.
- Implement HRIS, workflow automation, e-forms, e-signature, and paperless solutions.
- Drive operational excellence through Lean and continuous improvement methodologies.
- Explore AI and digital technologies to enhance productivity and employee experience.

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