

PR/120592 | Senior Human Resources Officer

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
1616848

業種
その他

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10月27日 10:00

応募必要条件

職務経験
3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
ビジネス会話レベル

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

Key Responsibilities

- Lead and supervise day-to-day recruitment activities to ensure timely fulfillment of hiring requirements.
- Develop and execute recruitment strategies aligned with organizational growth plans and workforce needs.
- Manage end-to-end recruitment processes from sourcing through onboarding coordination.
- Build and maintain effective sourcing channels, including job boards, social media platforms, employee referrals, recruitment partners, universities, and professional networks.
- Partner closely with internal stakeholders to understand manpower requirements and hiring priorities.
- Drive initiatives to enhance candidate experience and employer branding activities.
- Maintain recruitment databases, applicant tracking systems, and hiring reports.

- Ensure recruitment activities comply with company policies, labor regulations, and internal audit requirements.
- Support HR projects, employee engagement programs, and organizational activities.
- Coordinate outsourcing workforce arrangements and vendor management.
- Manage recruitment-related contracts, agreements, and external service providers.
- Perform other duties assigned by management.

Qualifications

- Bachelor’s degree in Human Resources, Business Administration, or a related field.
- Experience in Recruitment, Talent Acquisition, or Human Resources.
- Familiar with end-to-end recruitment activities and candidate management.
- Experience working with recruitment agencies, job portals, and sourcing channels.

· Experience recruiting IT or specialist positions would be an advantage.

- Experience working in a Japanese company or multinational environment.
- Good in English and Thai
- Ability to work independently and manage multiple hiring requirements.
- Good command of Microsoft Office applications.
- Knowledge of Thai labor law and HR practices.
- Experience in recruitment reporting and data analysis.

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.

Privacy Policy Link: https://www.jac-recruitment.th/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.th/terms-of-use

会社説明