

PR/117955 | 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
1619296

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11月10日 10:00

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
日常会話レベル

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

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

HR GA Compliance Assistant Manager (Workplace at Khon Kaen)

Position: HR GA Compliance Assistant Manager

Location: Khon Kaen

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in HR, GA, Admin, Corporate Compliance, Safety, Environment, Office management.
- Supervise team in HR, HRD, HRM, compensation & benefits, labour management, recruitment, payroll, ER, Compliance.
- Regulatory compliance related to general affairs, DBD, BOI, Factory Act, Occupational Safety, Health and Environment Act, other industrial and environmental regulations, PDPA and etc.
- Handle workplace safety and align with regulatory compliance.
- Handle compliance related to general admin and Thai Labour Law.
- Implementing and updating policy and procedures related to OSH and environmental compliance.
- Waste management and disposal, Risk and security management, Intellectual property management.
- Providing training and guidance to employees on compliance requirements and procedures.
- Facility management, maintenance of lands, buildings, cars, company equipment, office maintenance.
- Contract and document management, procurement and vendor management, purchasing office suppliers.
- Planning, budgeting, and forecasting for department.
- Overseeing secretarial work including VISA and work permit arrangement.
- Event and travel arrangement, manage company car transportation.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 50,000 - 60,000 THB
- Graduate in institution of education level, bachelor’s degree or higher in any related field.
- Over 9 years’ experience in HR, Admin, GA, Compliance, Safety, Environment in factory or manufacturing business.
- Experience in management level
- Knowledge in laws and regulations applicable to Thai companies.
- Must use English in speaking, reading and writing.
- Having TOEIC score to ensure English skill will be advantage.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work in Khon Kaen.

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