

PR/120664 | Human Resource & Administration 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
1619325

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10月27日 10:22

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
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

Human Resource and Administration Manager
Location: Bang na

Job Responsibilities

- Partner with business leaders to align HR initiatives with business objectives.
- Lead workforce planning, talent acquisition, succession planning, and employer branding activities.
- Drive performance management, employee development, compensation & benefits, and annual salary review processes.
- Utilize HR data and insights to support management decision-making and continuous improvement initiatives.
- Lead employee engagement, HR process improvement, and organizational development projects.
- Oversee HR operations, employee administration, benefits administration, and ensure compliance with labor

regulations.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Psychology, Law, or related field.
- Minimum 5 years of experience in HR Management, HRBP, or HR Operations.
- Strong knowledge of talent management, performance management, compensation & benefits, employee relations, and labor law.
- Experience in HR reporting, analytics, and HR systems.
- Good command of English with strong stakeholder management and communication skills.
- Proactive, detail-oriented, and able to thrive in a fast-paced environment.

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