

PR/120671 | 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
1619330

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11月10日 09:00

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
ネイティブレベル

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 Admin Manager (Workplace around Rojana Industrial Park, Ayutthaya)

Position: HR Admin Manager

Location: Rojana Industrial Park, Ayutthaya

Business: Manufacturing

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in HRM, HRD, HROD, Admin.
- Oversee all aspects of human resources operations; Oversees payroll processing and salary administration, ensures compliance with labor laws and internal policies, handle attendance, leave management, and employee records, supports day-to-day HR administrative tasks, support recruitment.
- Human Resource Development (HRD) Department; plans and implements training and development programs
- Identifies skill gaps and career development opportunities
- Coordinates performance appraisal systems
- Promotes talent management and succession planning
- Supports leadership development initiatives
- Employment Relationship Department; manages employee relations and workplace communication
- Handles grievance procedures and conflict resolution
- Ensures fair and consistent disciplinary actions
- Promotes employee engagement and retention strategies
- Liaises with labor unions or employee representatives
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, total salary around 70,000 - 80,000 THB
- Graduate in institution of education level, bachelor’s degree or higher.
- Over 10 years experiences in HR Management level
- Over 8 years’ experience in HR Admin Manager.
- Strong knowledge in Thai Labour law
- Knowledge RBA rules.
- Experience to Revision of the personnel system, salary structure, performance evaluation system will be advantage.
- Thai Speaker only
- Ability to communicate in English with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work at Rojana Industrial Park, Ayutthaya

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