



PR/115226 | GA&ER Officer or Senior Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1504062

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:37

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

GA&ER Officer or Senior Officer

Salary 35-50K. (Total)

Working day: Mon - Fri

Bonus: 4-5 months

*1. General affairs (60%)

1.1 Manage the overall general affair of the each plant directs organizes and controls the overall activities of General Affairs Section including Employee Services, Safety and Security, Environment and Health concern.

1.2 Coordinate with Department of Industrial Works in any waste disposal issues

1.3 Office & Facility Management and Assets control.

1.4 Executes process improvement that enhances quality and cost reduction.

1.5 GA regulation (update and implementation)

2. Employee relation and CSR activities (40%)

2.1 Manage Employee relation activity and other company's activities with welfare committees such as Company trip, Sport day, New year party.

2.2 Manage CSR activities.

2.3 Handle any project as assigned.

Requirement/Qualification

- Bachelor's degree in Human Resources or related field.
- At least 7 years of experience in General Affairs/Administration in a company with hundreds of employees.
- Experience in supervising more than 10 subordinates.
- Knowledge of waste management laws.
- Experience in liaising with government departments, especially for waste management.
- Proficiency in Microsoft Office.
- Strong communication skills, planning ability, project management experience, knowledge of control/risk management, familiarity with corporation code related matters, and expertise in managing company documents.
- Good English communication skills (TOEIC score of more than 500).
- Japanese language skills are optional.
- Occasional travel to the Bangkok office required (company van support or own car preferred).

Company Description