



## PR/115789 | HR &amp; GA MANAGER

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1504223

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

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## 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

**Our client:** Automotive manufacturer**Working day:** Mon - Fri**Salary Budget:** 80,000 -100,000 THB/Month**Location:** Amata City, Chonburi**Key Responsibilities:**

- **HR & GA Management:** Oversee all HR and General Affairs functions, including People Development, Talent Acquisition, Performance Management, Labor Management, Disciplinary Issues, Compliance, Employee Relations and Engagement, Payroll, and General Affairs.
- **Team Supervision:** Lead and manage the HR & GA team, ensuring daily operations run smoothly and addressing any

issues that arise.

- Strategic Partnership: Act as a strategic partner to top management, providing insights and recommendations on HR and GA matters.
- Compliance and Best Practices: Ensure compliance with labor laws and regulations and implement best practices in HR management and general affairs significant advantage.

**Job Specification:**

- Bachelor's degree in HR or a related field.
- Proven experience in HR and General Affairs management.
- Strong communication skills, with a focus on employee relations and people management.
- Ability to lead and manage change effectively.
- Result-oriented with a focus on achieving organizational goals.
- Experience with digital tools and technologies for HR management.
- Proficiency in English, both written and spoken.
- Knowledge of labor laws and other related regulations.

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Company Description