



PR/115836 | Assistant HR Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1504235

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:42

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

Responsibilities:
Training and Development

- Lead employee onboarding and coordinate training and development programs.
- Support in the creation and implementation of HR policies.
- Identify training needs within the organization through job analysis, performance appraisals, and consultation with managers and HR teams.
- Collaborate with team leaders to support employee development and career progression.
- Evaluate the effectiveness of development plans and help employees maximize learning opportunities.

Recruitment

- Oversee the entire recruitment process to ensure timely and efficient hiring.
- Facilitate the hiring process by identifying candidates, conducting reference checks, and preparing employment contracts.

PDPA Compliance and Employee Relations

- Ensure compliance with PDPA and labor regulations.
- Provide guidance to employees on HR-related matters, including leave and issue resolution.

Expatriate Management

- Manage the complete process for visas and work permits, particularly for expatriates.
- Track visa and work permit data, including monitoring 90-day expiration deadlines.

Global HR Projects

- Assist in implementing Global HR projects across the South Asia Oceania region.
- Support the rollout of Global People Development programs at regional and country levels.
- Provide ongoing support to country HR teams to enhance professional development and improve training delivery.

Requirements & Qualifications:

- Bachelor's degree or higher in Business Administration, Psychology, Organizational Science, or a related field.
- 3-5 years of proven experience as an HR Generalist.
- Strong understanding of general HR policies and procedures.
- Solid knowledge of employment and labor laws.
- Proficiency in MS Office; experience with HRIS systems is advantageous.
- Additional HR certifications or training are beneficial.
- Strong verbal and written communication skills in English.
- Excellent interpersonal and communication skills.
- Strong problem-solving abilities.
- Team-oriented with a results-driven mindset.
- High attention to detail.

#LI-JACTH

#Bangkok

#countrythailand

Company Description