



PR/116032 | HR&GA (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1506729

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 11:24

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

Job Title: HR & GA (Japanese speaking)

Location: Amata City, Chonburi

Key Responsibilities:

HR Support:

- Assist in the recruitment process, including job postings, screening resumes, and scheduling interviews.
- Support onboarding and orientation programs for new employees.
- Maintain and update employee records and HR databases.
- Assist in organizing training and development activities.

General Affairs (GA) Support:

- Handle office administration tasks such as ordering supplies, managing office equipment, and coordinating maintenance.
- Assist in organizing company events and meetings.
- Support the implementation of company policies and procedures.
- Ensure compliance with local regulations and company standards.

Qualifications:

- Proficiency in Japanese (N3 level or higher) and English.
- Strong verbal and written communication skills in both languages.
- Bachelor's degree in Human Resources, Business Administration, or a related field is preferred.
- Previous experience in HR or GA roles is an advantage but not required.
- Excellent organizational and multitasking abilities.
- Strong interpersonal skills and the ability to work in a multicultural environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Attention to detail and a proactive approach to problem-solving.

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Company Description