



PR/116271 | HR Manager (Chiang Mai)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1510161

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 18:22

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

HR Manager

Working Location: Chiang Mai

Working day: Monday – Saturday

Working time: 08:00 – 17:30

The HR Manager will oversee all human resources functions within the logistics sector with a primary focus on payroll management, ensuring effective recruitment, compliance with employment laws, and leading the HR team to support organizational goals.

Key Responsibilities:

- Payroll Management:
 - Oversee the entire payroll process, ensuring accurate and timely compensation for all employees.
 - Ensure compliance with federal, state, and local payroll regulations, including tax withholdings and reporting.
 - Address payroll inquiries and resolve discrepancies efficiently.
- Team Management:
 - Lead and develop the HR team, providing training and support to enhance their

skills and performance.

- Foster a collaborative and positive work environment, encouraging team engagement and morale.
 - Conduct regular performance evaluations and implement improvement plans as necessary.
 - Employment Law Compliance:
 - Stay updated on employment laws and regulations to ensure organizational compliance.
 - Develop and implement HR policies and procedures that align with legal requirements and best practices.
 - Serve as a point of contact for legal inquiries related to employment issues.
 - Recruitment and Staffing:
 - Manage the recruitment process, from job postings to interviewing and onboarding new hires.
 - Collaborate with management to identify staffing needs and develop job descriptions.
 - Employee Relations:
 - Address employee concerns and grievances, promoting a positive workplace culture.
 - Implement employee engagement initiatives and recognition programs.
 - Strategic HR Planning:
 - Analyze HR metrics to inform strategic decisions regarding workforce planning and talent management.
 - Collaborate with leadership to align HR strategies with business objectives.
- Qualifications:
- Education: Bachelor's degree in Human Resources, Business Administration, or a related field.
 - Experience: Minimum of 5 years in HR management, with specific experience in payroll and employment law within the logistics industry.
 - Experience with logistics operations and workforce management.

Skills:

- Strong knowledge of payroll systems and employment regulations.
- Excellent leadership and communication skills.
- Proficiency in HR software and Microsoft Office Suite.
- Strong analytical and problem-solving abilities.

#LI-JACTH
#Bangkok
#countrythailand

Company Description