



PR/114716 | Assistant HR Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513014

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 21st, 2025 06:00

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

Key Duties/Responsibilities:

- Responsible in managing end-to-end recruitment for both Head Office and Retail hiring.
- Facilitate onboarding for new employees to provide enriching orientation experience for Head Office's stakeholders.
- Responsible for monthly end-to-end payroll processing and submission of payroll reports/statutory payment and other associated reports.
- Act as a point of contact with government agencies in relation to labour law enforcement on payroll and other HR regulations.
- Act as a point of contact with payroll vendor or person in-charge in relation to the payroll routine/process.
- Responsible for an end-to-end HR operational which includes but not limited to ensuring proper HR payroll audit standard, expats visa application/renewal, Long Service Award Programme, Performance Management, People Engagement, and sound HR advisory within JD Sports Thailand.

- Work closely with Line Manager in supporting HR Strategic Modernization & SEA HR Transformation Projects (ad-hoc).
- Attend to all HR matters in the store including staff disciplinary and counselling matters.
- Conduct exit interview and analyse the turnover rate in the Head Office & Retail Store.
- Support annual HR processes such as people review/ performance appraisals for JD Sports Thailand.
- Follow through on all administrative matters and partnering with Reward team, SEA.
- Managing HR administration for all office-based employees in JD Sports Thailand
- Ad hoc duties as assigned by Line Manager.

Job Requirements

- At least 8 years of working experiences in retail industry or equivalent.
- Energetic, with a high sense of initiative, drive, and ability to work independently, deal with multiple tasks and tight timelines and prioritise.
- Practical in-depth knowledge of HR administrative procedure for Thailand.
- Good command of spoken and written English.

#LI-JACTH
#Bangkok
#countrythailand

Company Description