



PR/114814 | HR Manager (Chinese nationality)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513030

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 4th, 2025 21:00

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

Location: Chonburi

Salary: 85,000 THB Up

Main Purpose:

- Control and manage human resources and administrative tasks to ensure maximum organizational efficiency.

Job Function:

- Determine the company's human resource management policy, as well as operational strategies and compliance with head quarter policies.
- Establish guidelines to oversee recruitment, compensation, welfare, employee relation as well as human resource development
- Coordinate with other departments to communicate and implement human resource management policies, as well as provide human resource advice.

- Control the company's administrative work such as building, facilities, vehicle and cleanliness
- Establish the performance appraisal mechanism for relevant departments according to the company's needs.
- Other tasks as assigned

Qualification & Technical Skills

- Bachelor's Degree in Social science or related field
- At least 10 years experience in human resource and administration management
- Strong knowledge of Labor law, Labour Protection Act BE 2541, Labour Protection Act BE 2551.
- High level of communication skill
- Negotiation and counselling skills
- Good knowledge of ISO 9001/14001
- English and Thai communication skill.

Company Description