



## 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**

April 2nd, 2025 23:00

### 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.

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#### Company Description