



## PR/115432 | Manager of HR Department

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1513119

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 4th, 2025 19:00

### 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

#### Responsibilities

- Take care and monitor of HR Operations, process documentation and prepare reports relating to personnel activities (exit interview/analysis, group insurance, and provident fund)
- Implementation of Performance Development Review (PDR) and providing guidance to managers and employees.
- Operate payroll and PIT calculation and collect relevant data (absences, leaves, time attendant, etc.)
- Create/Update standard of operation, rules and processes for HR and administrative related role.
- Manage, and execute country HR Framework, Policies, structure to support company's strategic direction and long-term goals.
- Communicate and coordinate with public services when necessary, such as the Revenue department, BOI, Social Security office, Labour Office, etc.

- Manage welfare and other benefits such as medical fees, employee insurance and other allowances.
- Responsible for overall administration.
- Monitor office working environment and keep at the good standard condition.
- Support Global HR projects to be implemented smoothly at regional and opco level.
- Support Global HR program to be launched and implemented smoothly at regional and country level.

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#Bangkok  
#countrythailand

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Company Description