



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

March 18th, 2025 03:00

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
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Company Description