



PR/115474 | HR Director

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1513125

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 1st, 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

HR Director

Location: Prachinburi

Reports to: Chief Executive Officer (CEO) / Chief Operating Officer (COO)

Job Type: Full-time

Department: Human Resources

Job Summary:

The HR Director will be responsible for leading the HR department, developing HR strategies, and ensuring that HR initiatives are aligned with the overall business objectives. This role requires a strategic thinker with a deep understanding of all HR functions, including talent management, organizational development, employee relations, compensation and benefits, and compliance.

Key Responsibilities:

- **Strategic HR Leadership:** Develop and implement HR strategies that support the company's business goals and enhance organizational effectiveness.
- **Talent Management:** Oversee the recruitment, development, and retention of top talent. Implement talent management programs, including succession planning, leadership development, and performance management.
- **Organizational Development:** Drive organizational change initiatives, fostering a culture of continuous improvement, innovation, and employee engagement.

- Employee Relations: Establish and maintain effective employee relations programs. Serve as a trusted advisor to management on all HR-related issues.
- Compensation and Benefits: Develop and manage competitive compensation and benefits programs to attract and retain top talent. Ensure alignment with industry benchmarks and company policies.
- Compliance: Ensure HR policies and practices comply with federal, state, and local labor laws. Stay current with changes in employment law and regulations.
- Diversity, Equity, and Inclusion (DEI): Champion DEI initiatives across the organization, promoting a diverse and inclusive workplace.
- HR Operations: Oversee the day-to-day operations of the HR department, including HRIS management, payroll, and HR administration.
- Budget Management: Manage the HR department budget, ensuring cost-effective allocation of resources.
- Reporting and Analytics: Monitor and report on HR metrics, such as turnover rates, employee satisfaction, and training effectiveness. Use data to drive decision-making and continuous improvement.
- Executive Collaboration: Work closely with senior management to provide HR insights and contribute to strategic business decisions.
- Leadership and Development: Lead and develop the HR team, fostering a collaborative and high-performance work environment.

Qualifications:

- Education: Bachelor's degree in Human Resources, Business Administration, or a related field. A Master's degree or MBA is preferred.
- Experience: Minimum of 10-15 years of experience in HR, with at least 7 years in a senior HR leadership role.
- Skills:
 - Strong strategic thinking and problem-solving skills.
 - Extensive knowledge of HR practices, labor laws, and regulations.
 - Proven experience in talent management, organizational development, and employee relations.
 - Excellent leadership and team management abilities.
 - Superior communication and interpersonal skills.
 - Ability to influence and build relationships with stakeholders at all levels of the organization.
 - Proficiency in HR software and data analytics.

Company Description