



PR/116009 | Human Resource Development Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513255

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 7th, 2025 12:01

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

HRD Manager (Ayutthaya)
Job Description:

- Oversee the process of conducting Training Needs Analysis to identify, assess, and report the developmental requirements in terms of knowledge and skills necessary for current and future roles within each business unit.
- Coordinator to offer guidance and consultation to business units. Provide recommendations for learning initiatives, and coordinate and arrange functional capabilities reviews as well as functional learning development programs.
- Participate in managing and co-facilitating the delivery of effective learning and development solutions. These solutions aim to bolster functional capabilities and drive performance, aligning with the goals of individuals and departments.
- Promote a culture of continuous learning within each function through a diverse range of learning activities.
- Handle the management of training materials, supplies, and logistical aspects such as training room setup and facilities.
- Oversee the entire end-to-end process of assessing and ensuring the effectiveness of training programs.
- Identify, evaluate, and provide recommendations on external training vendors/providers for potential partnerships.
- Oversee the accessibility of organizational training and development initiatives for all intended groups, encompassing the training schedule, course offerings, and individual progress in development.
- Supervise the comprehensive documentation of training records, ensuring their timely submission to the Department

of Skill Development.

- Maintain authority over the organization's training and development database, ensuring its accuracy and currency.
- Facilitate the monitoring, analysis, and reporting of training outcomes to drive continuous enhancement.
- Conduct analysis and generate reports showcasing successful practices based on Return on Investment (ROI) from training and development efforts.
- Provide a training dashboard presenting metrics such as monthly learning hours for craftsmen.
- Oversee the document control system for all training-related materials, ensuring compliance with regulations and labor laws, while optimizing the process for effectiveness.
- Supervise and monitor the training and development record system to guarantee alignment with training programs and adherence to legal obligations.
- Administer the training system, ensuring its congruence with training policies, procedures, labor laws, and the specific requirements of the organization.

Qualifications:

- Good communication in both Thai & English.
- Bachelor's or Master's degree in Human Resources, Organization Development, or a related field.
- **Minimum 5 years in HR role with Human Resource Development (HRD) and Organization Development (OD), coupled with solid business acumen.**
- Demonstrated capability to solve complex business challenges.
- Possession of a strategic mindset that yields sustained results, encompassing both financial and non-financial aspects.
- Proven ability to make difficult decisions, effectively managing trade-offs.
- Efficient planning and execution of exceptional work, adeptly handling both volume and intricacy.
- Self-motivated and driven, with a strong work ethic and willingness to adapt.
- Robust skills in stakeholder management and communication, fostering effective interactions within the organization.

#LI-JACTH
#Ayutthaya
#HRDManager

Company Description