



PR/116180 | HR Recruiter

## Job Information

**Recruiter**
[JAC Recruitment Thailand](#)
**Job ID**

1513325

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

December 24th, 2024 12:17

## 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

Working location: Samutprakarn

**Job Description:**

- Create and revise job descriptions as needed.
- Identify potential candidates through various online platforms.
- Craft engaging recruitment emails to attract applicants.
- Review incoming resumes and application forms for suitability.
- Conduct interviews via phone, video, and in-person.
- Develop and distribute assessments for numerical, language, and logical reasoning skills.
- Promote job openings effectively.
- Provide the hiring manager with a shortlist of qualified candidates.
- Send job offers via email and address any questions regarding compensation and benefits.
- Attend job fairs to represent the company.
- Serve as a consultant for new hires, assisting with their onboarding process.
- Prepare monthly reports on recruitment activities.
- Maintain and update the employee list and organizational structure.

Qualifications:

- Over five years of experience as an HR Recruiter.
- Bachelor's degree or above.
- Proactive and resilient under pressure, with the ability to work overtime.
- Exceptional organizational abilities.
- Proficient in various sourcing techniques.
- Strong communication skills in English.
- Excellent verbal and written communication capabilities.

#LI-JACTH  
#Bangkok  
#countrythailand

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Company Description