



PR/116268 | HR Manager

#### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1513364

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 21st, 2025 15:00

#### 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

**Job Title:** HR Manager

**Location:** Bo Win Subdistrict, Sri Racha District, Chonburi Province, Thailand

**Job Summary:** We are seeking a highly skilled and experienced HR Manager who is fluent in Japanese or English. The ideal candidate will have comprehensive experience in Human Resource Management (HRM), Human Resource Development (HRD), payroll management, employee evaluation, and salary administration.

**Key Responsibilities:**

- Oversee and manage all aspects of HRM and HRD.
- Handle payroll management and ensure timely and accurate salary disbursements.

- Conduct employee evaluations and manage performance appraisal processes.
- Develop and implement HR policies and procedures.
- Ensure compliance with labor laws and regulations.
- Manage employee relations and address any issues or grievances.
- Coordinate recruitment and selection processes.
- Provide guidance and support to management and staff on HR-related matters.
- Develop and manage training and development programs.
- Maintain employee records and ensure data accuracy.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Proven experience as an HR Manager or similar role.
- Fluency in Japanese or English.
- Strong knowledge of HRM, HRD, payroll, and employee evaluation processes.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Proficiency in HR software and Microsoft Office Suite.

**Salary and allowance:**

- Basic Salary: 60,000 – 70,000 THB/Month
- Housing Allowance: 2,000 THB/Month
- Position Allowance: 12,000 THB/Month
- Perfect Attendance Allowance: Not applicable for Manager level and above
- Uniform: Provided
- Social Security: Provided
- Free Lunch and Coupon Meal OT: 30 THB/Day
- Provident Fund: Available after 119 days probation period
- Health Insurance: Available after 119 days probation period

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**Company Description**