



PR/116278 | HR & Admin Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513369

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 15th, 2025 17:00

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

The Company is Japanese company, seeking for an experienced candidate to join as HR & Safety Manager (workplace at Navanakorn, Ayutthaya)

Position: HR & Safety Manager

Location: Navanakorn Industrial Estate, Ayutthaya

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.00 PM (Saturday twice a month)

JOB RESPONSIBILITIES

- Oversee and manage all aspects of HRM, HRD, Safety.

- Manage HR and Safety team.
- HRM, Manage policy, labour, overall process in HR task.
- Support safety tasks.
- Develop and implement HR policies and procedures.
- Ensure compliance with labor laws and regulations.
- Manage employee relations and address any issues or grievances.
- Provide guidance and support to management and staff on HR-related matters.
- Manage compensation and benefits, payroll, evaluation, welfare, workplace, environment.

JOB REQUIREMENTS

- This position, total salary range around 60,000 - 70,000 THB
- Experience around 20 years in HR.
- Over 5 years' experience in HR Management level.
- Graduate in institution of education level, bachelor's degree or higher in Laws.
- Ability to communicate in English with foreign boss.
- Knowledge in Thai Labour Laws.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Navanakorn, Ayutthaya

Company Description