



PR/116424 | HR Department Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513439

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 04:00

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 Department Manager

Location: Pathumthani

Our client is a leading consumer products manufacturer, they are looking for HR Department Manager to lead the team. The goal is to ensure that the human resource management system and personnel development are efficient and meet the organization's objectives.

- Design organizational structure and job descriptions (Job Specification) in line with business operations in collaboration with various departments.
- Develop strategies and personnel plans, analyze and implement strategic organizational changes to achieve business objectives.
- Develop and update human resource management policies to comply with labor laws and relevant standards.
- Plan and manage staffing levels, recruitment, selection, and hiring processes to ensure efficiency and alignment with business operations and goals.
- Design learning systems and develop employee skills, creating systems to enhance personnel capabilities (LMS).
- Develop career paths and succession plans at all levels to align with organizational goals and directions.
- Plan and design training roadmaps for employees at various levels with clear formats and directions.
- Update work regulations and develop salary structures, oversee payroll, compensation, bonuses, and other benefits to

attract and retain capable employees.

- Design and implement performance evaluation systems (KPIs) to drive the organization in line with its vision and goals.
- Plan and promote core values and organizational engagement through communication and various activities with the team.
- Manage business operations efficiently and in accordance with company policies, ensuring effective work control.
- Manage budget and resources effectively.
- Support and advise department managers on human resources, understand needs and gaps, and improve work processes as a strategic partner.
- Perform other tasks as assigned.
- Collaborate with internal and external units, including the Pathum Thani Provincial Industry Office for factory permits and expansions.

Qualifications:

- Bachelor's degree in Human Resource Development, Human Resource Management, Industrial and Organizational Psychology, or related fields.
- At least 15 years in HRM, HRD, HROD, HRBP, with at least 8 years in management and team development.
- Good command in both Thai and English.
- Proficiency in Microsoft Office and AI tools for HR analysis and decision-making processes.

Company Description