



## PR/116429 | HR Assistant Manager or Manager

### Job Information

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

1514289

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 25th, 2025 07:00

### 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

Our client is a company specializing in the manufacturing of high-quality automotive parts, locates at Amata City, Chonburi I.E. (Amatanakorn), Chonburi. They are now seeking:

**Position:** Human Resources Manager (Japanese Speaking)  
**Salary:** 80,000 – 120,000 THB / month  
**Welfares:** Bonus, Provident fund , Housing, and others  
**Location:** Amata City, Chonburi (Amatanakorn)  
**Working Day:** Monday to Friday (Alternate Saturday)

**Responsibilities:**

- Management and administration of all human resources operations.
- Planning and administration of internal systems.
- Confirmation of payroll calculation (payroll calculation will be outsourced).
- Visa and work permit services for expatriates and business travelers.
- Work related to public services such as BOI, Social Security -Administration, Department of Labor, etc.

**Qualifications:**

- Bachelor's or Master's degree in political science, General Management, Human Resources, or a related field.

- At least 3 years of management experience, preferably in the Japanese automotive industry.
- Strong knowledge of HRM, HRD, payroll, and employee evaluation processes.
- Strong leadership and management skills.
- Good command of English and proficiency in Japanese (N3 level or higher).

Interested candidate, please send your resume in English (Word format only) along with your recent photo and expected salary to us by E-mail.

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## Company Description