



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

January 14th, 2025 00:00

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