



## PR/116458 | HR Manager

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1514453

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 7th, 2025 10:17

### 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

Human Resources Manager

Location: Bangkok

**Responsibilities:**

- Developing HR strategies aligned with organizational goals and objectives.
- Overseeing the recruitment process, including sourcing candidates, conducting interviews, making hiring decisions, and ensuring job descriptions are up to date.
- Managing manpower effectively to align with business directions.
- Managing compensation and benefits programs, ensuring competitiveness and alignment with organizational goals.
- Implementing and managing employee relations programs, resolving conflicts, and fostering a positive work environment.
- Managing HR administration of payroll, training, HR systems, visa work permit, and office administration.
- Developing and promoting corporate branding to attract top talent and enhance the company's reputation.
- Working closely with the management team to understand their directions and provide strategic HR support.
- Initiating and implementing learning development programs to support employee growth and retention.
- Providing guidance on organizational structure and design. • Managing and guiding the performance management exercise for all business functions.
- Utilize performance management tools to provide guidance and feedback to the team, promoting employee growth and

development.

- Implement an annual performance evaluation program to assess employee performance and provide constructive feedback for improvement.
- Developing and implementing a company salary structure that aligns with market trends.
- Ensuring all HR policies and procedures are compliant with local laws and regulations.
- Overseeing HR operations, including managing subordinates responsible for day-to-day HR tasks.

Qualifications:

- Bachelor's Degree or higher in human resources or a related field.
- 5-8 years of solid HR experience, with at least 5 years in managerial positions focused on Organization Development (OD), Human Resource Development (HRD), and Human Resource Management (HRM).
- Excellent people management skills with the ability to build relationships at all levels.
- Excellent communication, interpersonal, and leadership skills.
- Good knowledge of labor law.
- Excellent command of English and computer literacy.

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## Company Description