



PR/116460 | Head of HR

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1514454

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

Head of HR

Location: Bangkok (BTS Accessible)

Key Responsibilities:

Human Resources Leadership:

- **Strategic HR:** Develop and implement HR strategies that align with the company's growth objectives and support its mission to lead the recruitment.
- **Team Management:** Lead, mentor, and develop a team of HR professionals, fostering a high-performing and collaborative environment.
- **Talent Acquisition and Development:** Manage the recruitment process to attract, hire, and retain top talent across departments. Design and execute workforce planning, onboarding, and professional development programs.
- **Performance and Engagement:** Lead performance management systems, fostering a culture of continuous feedback, accountability, and growth.
- **Compliance and Risk Management:** Ensure compliance with Thai labor laws and global HR best practices. Regularly review and update policies to align with regulatory changes.
- **Compensation and Benefits:** Collaborate with finance and leadership to design competitive compensation structures and benefits programs that attract and retain top talent.

Office Management:

- Ensure the office environment is maintained to the highest standard, reflecting the company's professionalism and culture.
- Oversee the procurement of office supplies, furniture, and equipment, ensuring adherence to company policies and budgetary guidelines.
- Manage day-to-day facilities operations, including cleanliness, safety, and efficiency, to create a welcoming and productive workspace for all employees.

Global Mobility and Expatriate Support:

- Manage international employee relocations, including visas, work permits, and other expatriate support services, ensuring seamless transitions for team members moving to Thailand.

Operational Excellence:

- Oversee payroll, employee database management, and HR systems to ensure accuracy and efficiency.
- Provide hands-on support and guidance for HR team members and departmental managers on sensitive or complex issues.

Executive Support:

- Serve as a trusted advisor to the CEO, providing insights on workforce planning, organizational development, and employee relations.
- Assist the CEO with business-related activities as required.

Qualifications:

- Fluent Thai and English communication skills, both written and verbal.
- Bachelors or Master's degree in Human Resources, Business Administration, or a related field.
- **8+ years of progressive HR experience**, including management roles, preferably within tech or SaaS organizations.
- Demonstrated experience in HR strategy, talent acquisition, and office management.
- Strong understanding of Thai labor laws and regulations; BOI knowledge is a plus.
- Proven ability to work hands-on and manage details while driving high-level strategies.
- Experience managing global mobility, including visas and work permits.
- Ability to lead with empathy, drive engagement, and inspire high-performing teams.
- Highly organized, proactive, and capable of managing multiple priorities in a fast-paced environment.
- Knowledge of international compliance standards, such as SOC 2 Type 2 or ISO, is advantageous.

Company Description