



PR/116549 | HR Assistant Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1516385

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

March 4th, 2025 13:01

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

HR Assistant Manager (Workplace around Theparat-Ladkrabang Road, Bang Bo, Samutprakan)

Position: HR Assistant Manager

Location: Theparat-Ladkrabang Road, Bang Bo, Samutprakan

Business: Manufacturing

- Working hour: Monday – Friday, 8.00 AM – 17.30 PM

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• JOB RESPONSIBILITIES

- Handle in manage team overall loops in HR, Admin, Safety related with HR tasks.
- Had handled to set up evaluation system, HR system.
- Handling overall task in HRM, HRD and GA.
- Manage compensation and benefits, welfare, verification payroll results, verification various tax calculations.
- Handle recruitment.
- Manage labor, ER.
- Manage the job schedules and process of subordinates.
- Manage external procedures of correspondence with government offices.
- Manage all internal and external events and activities related with HR GA.
- Participation in committee of welfare, safety ISO and etc.
- Manage all general affairs, maid, gardener, driver, safety support, and etc.
- Report to manager on all of the above task
- Proficient in HR and labor management.
- Other tasks as assigned.

JOB REQUIREMENTS

- This position, salary around 45,000 - 50,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Over 6-8 years' experience in HR at Manufacturing business (Operation, Development and Management)
- Ability to communicate in English with foreign boss.
- Knowledge in Labor Law.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel.
- Company does not provide shuttlebus; candidate have to go the working office by themselves.
- Able to travel to work in Theparat-Ladkrabang Road, Bang Bo, Samutprakan

Company Description