



PR/116602 | HR Assistant Manager

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1518448

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 8th, 2025 04:00

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

OVERVIEW

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

HR Assistant Manager (Workplace around Navanakorn Industiral Estate, Pathumthani)

Position: HR Assistant Manager

Location: Navanakorn Industiral Estate, Pathumthani

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.00 PM, Alternative Saturday 1-2 days per month

JOB RESPONSIBILITIES

- Handle in manage team overall loops in HR, HRM, HRD, ER, Compensation & Benefits, Performance Management, Admin related with HR tasks.
- Labour Management.
- Handle Basic basic IT issues, prepare office equipment, internet connection, office facilities control and maintenance.
- Handle and maintains the work structure by updating job requirements and job descriptions for all positions.
- Managing and preparing yearly-end appraisal and performance management system, evaluation system.
- Carry out annual budget of department preparation to be updated.
- Provide advice to management in relation to all human resources management and labor law actives.
- Monitor company's compensation, benefits and other related benefits in accordance with laws.
- Negotiates benefits, and negotiations with staff yearly.
- Other tasks as assigned.

JOB REQUIREMENTS

- This position, salary around 40,000 - 45,000 THB + bonus
- Graduate in institution of education level, bachelor's degree or higher.
- Over 7-8 years' experience in HR Management with Manufacturing business.
- 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.
- Able to travel to work in Navanakorn Industiral Estate, Pathumthani

Company Description