



## 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**

January 28th, 2025 11:31

### 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

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Company Description