



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/116607 | HR Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1518453

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 18:00

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

JD:

- Develop and implement effective recruitment strategies to attract and hire top talent.
- Manage the onboarding process, including orientation, training, and employee development programs.
- Oversee performance management systems, including performance reviews, goal setting, and employee recognition programs.
- Manage employee relations, including conflict resolution, disciplinary actions, and grievance handling.
- Develop and administer competitive compensation and benefits packages.
- Ensure compliance with all relevant labor laws and regulations.
- Manage payroll processing and administration.

- Maintain accurate employee records and HR databases.
- Develop and implement HR policies and procedures.
- Conduct HR audits and ensure compliance with internal and external standards.
- Oversee the maintenance and upkeep of the facility, including equipment, utilities, and safety measures.
- Manage vendor relationships and contracts for facility-related services.
- Provide administrative support to the management team, including travel arrangements, meeting coordination, and document preparation.
- Manage office supplies and equipment.
- Coordinate company events and activities.
- Ensure a safe and secure working environment for all employees.
- Develop and implement safety programs and procedures.
- Investigate and respond to safety incidents.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 10+ years of experience in HR management, with experience in the automotive manufacturing industry preferred.
- Strong knowledge of ER, Union, labor laws and regulations.
- Excellent communication, interpersonal, and leadership skills.
- Proficiency in HR software and databases.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Detail-oriented and results-driven.

Company Description