



## PR/116619 | Human Resources & Administration General Manager

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1518461

**Industry**

Other (Manufacturing)

**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

General Manager of HR, Admin, CSR (Workplace at around BTS Chongnonsri, Bangkok and Udonthani)

Position: General Manager of HR, Admin, CSR

Location: BTS Chongnonsri, Bangkok & Udonthani

Business: Food Manufacturing

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

**JOB RESPONSIBILITIES**

- Lead and oversee all HR and administrative functions for our large-scale manufacturing operations.
- Expertise in managing high-volume workforces, driving employee engagement, and overseeing administrative operations, including office management and facilities.
- Handle HR Strategy & Leadership, Workforce Management, Administrative Management, Employee Engagement & Culture, Compliance & Policy Management, Compensation & Benefits, HR & Admin Operations & Analytics
- Develop and execute a comprehensive HR strategy aligned with the company's business goals and operational needs.
- Oversee the HR lifecycle for a large manufacturing workforce, including recruitment, onboarding, training, and retention.
- Implement performance management systems and employee development programs tailored to operational requirements.
- Manage overall administrative functions, including office management, facilities, and infrastructure.
- Promote employee engagement through programs that foster collaboration, inclusivity, and high morale.
- Ensure compliance with Thai labor laws and company policies, including workforce-related regulations.
- Oversee HR operations, including payroll, employee data, and HR systems, ensuring accuracy and efficiency.

**JOB REQUIREMENTS**

- This position, salary around 150,000 – 200,000 THB
- Graduate in institution of education level, bachelor's degree or higher in HROD or any related fields.
- Strong understanding of Thai labour laws, HR best practices, and administrative management.
- Over 10 years' experience in HR to work large scale of manufacturing business, factory field will be advantage.
- Availability for frequent travel to the Udon Thani factory to support on-site teams.
- Ability to work in Udonthani province, Business trip to factory.
- Excellent English writing skills.
- Ability to communicate in English with foreign boss.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Chongnonsri, Bangkok and Udonthani

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**Company Description**