



JAC Recruitment

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Thailand

## PR/116697 | HR & GA Manager

### Job Information

**Recruiter**[JAC Recruitment Thailand](#)**Job ID**

1521648

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 8th, 2025 21:00

### 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

**Job Title:** HR & GA Manager**Location:** Amata City, Chonburi**Salary:** 50,000-80,000 THB

**Job Summary:** We are seeking a dynamic and experienced HR & GA Manager to oversee our Human Resources Management (HRM), Human Resources Development (HRD), General Affairs (GA), Safety, and IT departments. The ideal candidate will be responsible for developing and implementing HR strategies, managing employee relations, ensuring workplace safety, and overseeing IT operations to support our business objectives.

**Key Responsibilities:****Human Resources Management (HRM):**

- Develop and implement HR policies and procedures.

- Manage recruitment, selection, and onboarding processes.
- Oversee employee relations, performance management, and disciplinary actions.
- Ensure compliance with labor laws and regulations.
- **Human Resources Development (HRD):**
- Identify training and development needs within the organization.
- Design and implement training programs to enhance employee skills and career development.
- Monitor and evaluate the effectiveness of training programs.

**General Affairs (GA):**

- Manage office administration and facilities.
- Oversee procurement and inventory management.
- Coordinate company events and activities.

**Safety:**

- Develop and implement workplace safety policies and procedures.
- Conduct regular safety audits and inspections.
- Ensure compliance with safety regulations and standards.

**Information Technology (IT):**

- Oversee IT infrastructure and operations.
- Manage IT support and maintenance activities.
- Ensure data security and system reliability.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 10 years of experience in HR management, with a focus on HRD, GA, Safety, and IT from the automotive part manufacturer.
- Strong knowledge of labor laws and regulations.
- Excellent communication and interpersonal skills.
- Proven leadership and team management abilities.
- Proficiency in HR software and Microsoft Office Suite.

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**Company Description**