



PR/116719 | HR Asst Mgr - Mgr

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1522384

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 1st, 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 company, seeking for an experienced candidate to join as HR Assistant Manager – Manager (workplace at Rojana, Ayutthaya)

Position: HR Assistant Manager – Manager

Location: Rojana Industrial Estate, Ayutthaya

Business: Manufacturing

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

JOB RESPONSIBILITIES

- Oversee and manage all aspects of HRM, HRD, recruitment, employee relations, training and development, performance management, and compliance with labor laws.
- Contributing to workforce planning and management initiatives
- Managing labor relations and ensuring compliance with local labor laws.
- Driving performance management and talent development initiatives.
- Formulate and implement related HR policies to ensure it can help both the line managers and staff comply for work effectiveness
- Implementing training programs and establishing training standards to enhance employees' skills and foster career growth within the organization.
- Overseeing the administration of compensation and benefits programs.
- Manage compensation and benefits, payroll, evaluation, welfare, workplace, environment.

JOB REQUIREMENTS

- This position, total salary range around 50,000 - 65,000 THB
- Over 10 years' experience in HR in manufacturing company.
- Graduate in institution of education level, bachelor's degree or higher in Laws.
- Ability to communicate in English with foreign boss.
- Knowledge in Thai Labour Laws.
- Knowledge in core HR functions, including strategy, workforce management, training, and C&B
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Rojana, Ayutthaya

Company Description