



## PR/116767 | HR&GA Manager (Japanese Speaking)

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1523454

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 25th, 2025 10:32

### 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

#### New Setup Company

**Job description:**

- Spread the company vision and policy to other employees and build good teamwork and smooth communication among employees and between Japanese and Thai staff.
- Labor Law: Confirm and ensure full legal compliance.
- Recruit and train new employees.
- Establish company rules, regulations, allowances, agreements, etc.
- Expand to accounting jobs, if desired, and cover all administrative jobs (currently using outsourcing).
- Respond to acquire ISO certification.
- Manage the company, e.g., set annual targets, budgets, action plans, analyses, and countermeasures.

**Requirements:**

- At least 3 years' experience in management and over 5 years' experience in GA & HR.
- Logical thinking personality.

- Bachelor's degree in HR or a related field.
- Proficient in Japanese and English.

**Allowances:**

- Bonus: Plan 4 months
- Other allowances will be set up in the future.

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Company Description