



PR/116883 | HR & Admin Manger

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1526927

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 15:00

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

Working day: Mon - Fri

Location: Chachoengsao

Our Client : Automotive components manufacturing company

Responsibility:

- Responsible for collecting recruitment needs of various departments and selecting channels for recruitment.

- Responsible for checking employee entry information, notifying the HR clerk to make changes if any abnormality occurs.
- Management of personnel files, personnel appointments and dismissals, and company salary and attendance systems.
- Responsible for checking the KPI of each department, notifying managers of each department for understanding and making changes if any abnormalities occur.
- Responsible for the preparation of monthly and annual reports of the department (personnel information changes, water and electricity statistics, etc.).
- Responsible for the confirmation of training plans and other matters (such as employee activities) for training specialists.
- Responsible for the formulation and modification of company-related systems.
- Responsible for the audit of ISO14001 and understand the IATF16949 system.
- Responsible for the company's various declarations and progress tracking.
- Responsible for completing various outsourcing activities assigned by the general manager/director.
- All work is responsible to the Operations Director.

Qualification:

- Bachelor's Degree or higher in human resources or a related field.
- 5-8 years of solid HR experience, with at least 5 years in supervisor or manager positions.
- Understand ISO14001, understand the audit of IATF16949 system.
- Excellent people management skills with the ability to build relationships at all levels.
- Excellent communication, interpersonal, and leadership skills.
- Good knowledge of labor law.
- Excellent command in English and computer literacy.

Company Description