



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/116883 | HR &amp; Admin Manger

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1531754

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 8th, 2025 15:28

### 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.

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Company Description