



PR/116850 | Recruitment Manager

Job Information

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

1534275

Industry

Tourism

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 14:45

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: Working 6 days/week and Day off 5 days/month

Work Location: BTS Accessible

Our Client: We are looking for a dynamic and experienced Recruitment Manager to join our Hotel and Hospitality business.

Job Description:

- Build and maintain recruitment funnel for key strategic positions depending on current conditions.
- Build recruiting model to be implemented on department level to help departments better recruit and evaluate candidates.

- Continuously help in certain areas with key interview process to be implemented to departments.
- Identify recruitment requirement with MD - What are Key Deliverables and Key Competency requiring carrying out the business plan? - Validate action to be completed is in line with the current Hotel business plan.
- Oversee recruitment process by using various channels,, Job Posting, Job Screening, Job Interview/Assessment, Job Hiring, On Boarding, Probation follow-up, Probation evaluation and Operational Documentation.
- Keep up-to-date with new recruitment trends to ensure the company can attract and hire the best talents.
- Build strong relationships and partnering with potential sources, channels e.g. universities, faculties, and alumni to attract and promote employer branding.
- Working closely with MD to gain a comprehensive understanding of the company's hiring needs for each position, meet competitive hiring goals and expectations, and ability to advise the line manager to select the most suitable candidates.

Qualification:

- Bachelor's/Master's Degree in Organization Development, Human Resource Management, Organizational Behavior and Psychology or other related fields.
- At least 5 years experience in recruitment .
- 0-2 years experience in Hotel industry .
- Good communication skills, negotiation skills and project management skills.
- Strong business acumen with hands-on experience and team player mindset.
- Strong analytical, problem solving and interpersonal skills.
- An ability to demonstrate knowledge of labour law.

Company Description