



PR/115226 | GA&ER Officer or Senior Officer

募集職種

人材紹介会社

ジェイエイシーリクルートメント タイランド

求人ID

1504062

業種

その他（メーカー）

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2024年11月19日 10:37

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

GA&ER Officer or Senior Officer

Salary 35-50K. (Total)

Working day: Mon - Fri

Bonus: 4-5 months

***1. General affairs (60%)**

1.1 Manage the overall general affair of the each plant directs organizes and controls the overall activities of General Affairs Section including Employee Services, Safety and Security, Environment and Health concern.

1.2 Coordinate with Department of Industrial Works in any waste disposal issues

1.3 Office & Facility Management and Assets control.

1.4 Executes process improvement that enhances quality and cost reduction.

1.5 GA regulation (update and implementation)

2. Employee relation and CSR activities (40%)

2.1 Manage Employee relation activity and other company's activities with welfare committees such as Company trip, Sport day, New year party.

2.2 Manage CSR activities.

2.3 Handle any project as assigned.

Requirement/Qualification

- Bachelor's degree in Human Resources or related field.
- At least 7 years of experience in General Affairs/Administration in a company with hundreds of employees.
- Experience in supervising more than 10 subordinates.
- Knowledge of waste management laws.
- Experience in liaising with government departments, especially for waste management.
- Proficiency in Microsoft Office.
- Strong communication skills, planning ability, project management experience, knowledge of control/risk management, familiarity with corporation code related matters, and expertise in managing company documents.
- Good English communication skills (TOEIC score of more than 500).
- Japanese language skills are optional.
- Occasional travel to the Bangkok office required (company van support or own car preferred).

会社説明