



## PR/115432 | Manager of HR Department

## 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

1504087

## 業種

その他（人材サービス）

## 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 10:38

## 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

## Responsibilities

- Take care and monitor of HR Operations, process documentation and prepare reports relating to personnel activities (exit interview/analysis, group insurance, and provident fund)
- Implementation of Performance Development Review (PDR) and providing guidance to managers and employees.
- Operate payroll and PIT calculation and collect relevant data (absences, leaves, time attendant, etc.)
- Create/Update standard of operation, rules and processes for HR and administrative related role.
- Manage, and execute country HR Framework, Policies, structure to support company's strategic direction and long-term goals.
- Communicate and coordinate with public services when necessary, such as the Revenue department, BOI, Social Security office, Labour Office, etc.

- Manage welfare and other benefits such as medical fees, employee insurance and other allowances.
- Responsible for overall administration.
- Monitor office working environment and keep at the good standard condition.
- Support Global HR projects to be implemented smoothly at regional and opco level.
- Support Global HR program to be launched and implemented smoothly at regional and country level.

#LI-JACTH  
#Bangkok  
#countrythailand

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会社説明