



PR/116032 | HR&GA (Japanese Speaking)

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

1506729

業種

自動車・自動車部品

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26日 11:24

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

Job Title: HR & GA (Japanese speaking)**Location: Amata City, Chonburi****Key Responsibilities:****HR Support:**

- Assist in the recruitment process, including job postings, screening resumes, and scheduling interviews.
- Support onboarding and orientation programs for new employees.
- Maintain and update employee records and HR databases.
- Assist in organizing training and development activities.

General Affairs (GA) Support:

- Handle office administration tasks such as ordering supplies, managing office equipment, and coordinating maintenance.
- Assist in organizing company events and meetings.
- Support the implementation of company policies and procedures.
- Ensure compliance with local regulations and company standards.

Qualifications:

- Proficiency in Japanese (N3 level or higher) and English.
- Strong verbal and written communication skills in both languages.
- Bachelor's degree in Human Resources, Business Administration, or a related field is preferred.
- Previous experience in HR or GA roles is an advantage but not required.
- Excellent organizational and multitasking abilities.
- Strong interpersonal skills and the ability to work in a multicultural environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Attention to detail and a proactive approach to problem-solving.

JAC Personnel Eastern Seaboard Recruitment Ltd.
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会社説明