



## PR/114716 | Assistant HR Manager

### 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

1513014

#### 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12月24日 11:55

### 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

#### Key Duties/Responsibilities:

- Responsible in managing end-to-end recruitment for both Head Office and Retail hiring.
- Facilitate onboarding for new employees to provide enriching orientation experience for Head Office's stakeholders.
- Responsible for monthly end-to-end payroll processing and submission of payroll reports/statutory payment and other associated reports.
- Act as a point of contact with government agencies in relation to labour law enforcement on payroll and other HR regulations.
- Act as a point of contact with payroll vendor or person in-charge in relation to the payroll routine/process.
- Responsible for an end-to-end HR operational which includes but not limited to ensuring proper HR payroll audit standard, expats visa application/renewal, Long Service Award Programme, Performance Management, People Engagement, and sound HR advisory within JD Sports Thailand.

- Work closely with Line Manager in supporting HR Strategic Modernization & SEA HR Transformation Projects (ad-hoc).
- Attend to all HR matters in the store including staff disciplinary and counselling matters.
- Conduct exit interview and analyse the turnover rate in the Head Office & Retail Store.
- Support annual HR processes such as people review/ performance appraisals for JD Sports Thailand.
- Follow through on all administrative matters and partnering with Reward team, SEA.
- Managing HR administration for all office-based employees in JD Sports Thailand
- Ad hoc duties as assigned by Line Manager.

#### Job Requirements

- At least 8 years of working experiences in retail industry or equivalent.
- Energetic, with a high sense of initiative, drive, and ability to work independently, deal with multiple tasks and tight timelines and prioritise.
- Practical in-depth knowledge of HR administrative procedure for Thailand.
- Good command of spoken and written English.

#LI-JACTH  
#Bangkok  
#countrythailand

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会社説明