



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

1513119

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

2025年01月21日 08:01

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

会社説明