



## PR/116278 | HR & Admin 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

1513369

#### 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

2025年04月15日 17:00

### 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

The Company is Japanese company, seeking for an experienced candidate to join as HR & Safety Manager (workplace at Navanakorn, Ayutthaya)

Position: HR & Safety Manager

Location: Navanakorn Industrial Estate, Ayutthaya

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.00 PM (Saturday twice a month)

### JOB RESPONSIBILITIES

- Oversee and manage all aspects of HRM, HRD, Safety.

- Manage HR and Safety team.
- HRM, Manage policy, labour, overall process in HR task.
- Support safety tasks.
- Develop and implement HR policies and procedures.
- Ensure compliance with labor laws and regulations.
- Manage employee relations and address any issues or grievances.
- Provide guidance and support to management and staff on HR-related matters.
- Manage compensation and benefits, payroll, evaluation, welfare, workplace, environment.

#### **JOB REQUIREMENTS**

- This position, total salary range around 60,000 - 70,000 THB
- Experience around 20 years in HR.
- Over 5 years' experience in HR Management level.
- Graduate in institution of education level, bachelor's degree or higher in Laws.
- Ability to communicate in English with foreign boss.
- Knowledge in Thai Labour Laws.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Navanakorn, Ayutthaya

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会社説明