



PR/116429 | HR Assistant Manager or 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

1514289

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01月14日 00:00

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

Our client is a company specializing in the manufacturing of high-quality automotive parts, locates at Amata City, Chonburi I.E. (Amatanakorn), Chonburi. They are now seeking:

Position: Human Resources Manager (Japanese Speaking)
Salary: 80,000 – 120,000 THB / month
Welfares: Bonus, Provident fund , Housing, and others
Location: Amata City, Chonburi (Amatanakorn)
Working Day: Monday to Friday (Alternate Saturday)

Responsibilities:

- Management and administration of all human resources operations.
- Planning and administration of internal systems.
- Confirmation of payroll calculation (payroll calculation will be outsourced).
- Visa and work permit services for expatriates and business travelers.
- Work related to public services such as BOI, Social Security -Administration, Department of Labor, etc.

Qualifications:

- Bachelor's or Master's degree in political science, General Management, Human Resources, or a related field.

- At least 3 years of management experience, preferably in the Japanese automotive industry.
- Strong knowledge of HRM, HRD, payroll, and employee evaluation processes.
- Strong leadership and management skills.
- Good command of English and proficiency in Japanese (N3 level or higher).

Interested candidate, please send your resume in English (Word format only) along with your recent photo and expected salary to us by E-mail.

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会社説明