



PR/116549 | HR Assistant 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

1516385

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03月04日 13:01

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

HR Assistant Manager (Workplace around Theparat-Ladkrabang Road, Bang Bo, Samutprakan)

Position: HR Assistant Manager

Location: Theparat-Ladkrabang Road, Bang Bo, Samutprakan

Business: Manufacturing

- Working hour: Monday – Friday, 8.00 AM – 17.30 PM

•

• JOB RESPONSIBILITIES

- Handle in manage team overall loops in HR, Admin, Safety related with HR tasks.
- Had handled to set up evaluation system, HR system.
- Handling overall task in HRM, HRD and GA.
- Manage compensation and benefits, welfare, verification payroll results, verification various tax calculations.
- Handle recruitment.
- Manage labor, ER.
- Manage the job schedules and process of subordinates.
- Manage external procedures of correspondence with government offices.
- Manage all internal and external events and activities related with HR GA.
- Participation in committee of welfare, safety ISO and etc.
- Manage all general affairs, maid, gardener, driver, safety support, and etc.
- Report to manager on all of the above task
- Proficient in HR and labor management.
- Other tasks as assigned.

JOB REQUIREMENTS

- This position, salary around 45,000 - 50,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Over 6-8 years' experience in HR at Manufacturing business (Operation, Development and Management)
- Ability to communicate in English with foreign boss.
- Knowledge in Labor Law.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel.
- Company does not provide shuttlebus; candidate have to go the working office by themselves.
- Able to travel to work in Theparat-Ladkrabang Road, Bang Bo, Samutprakan

会社説明