



## 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02月04日 14:00

### 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

#### 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

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**• 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

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会社説明