



PR/116619 | Human Resources & Administration General 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

1518461

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25日 10:02

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

General Manager of HR, Admin, CSR (Workplace at around BTS Chongnonsri, Bangkok and Udonthani)

Position: General Manager of HR, Admin, CSR

Location: BTS Chongnonsri, Bangkok & Udonthani

Business: Food Manufacturing

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

JOB RESPONSIBILITIES

- Lead and oversee all HR and administrative functions for our large-scale manufacturing operations.
- Expertise in managing high-volume workforces, driving employee engagement, and overseeing administrative operations, including office management and facilities.
- Handle HR Strategy & Leadership, Workforce Management, Administrative Management, Employee Engagement & Culture, Compliance & Policy Management, Compensation & Benefits, HR & Admin Operations & Analytics
- Develop and execute a comprehensive HR strategy aligned with the company's business goals and operational needs.
- Oversee the HR lifecycle for a large manufacturing workforce, including recruitment, onboarding, training, and retention.
- Implement performance management systems and employee development programs tailored to operational requirements.
- Manage overall administrative functions, including office management, facilities, and infrastructure.
- Promote employee engagement through programs that foster collaboration, inclusivity, and high morale.
- Ensure compliance with Thai labor laws and company policies, including workforce-related regulations.
- Oversee HR operations, including payroll, employee data, and HR systems, ensuring accuracy and efficiency.

JOB REQUIREMENTS

- This position, salary around 150,000 – 200,000 THB
- Graduate in institution of education level, bachelor's degree or higher in HROD or any related fields.
- Strong understanding of Thai labour laws, HR best practices, and administrative management.
- Over 10 years' experience in HR to work large scale of manufacturing business, factory field will be advantage.
- Availability for frequent travel to the Udon Thani factory to support on-site teams.
- Ability to work in Udonthani province, Business trip to factory.
- Excellent English writing skills.
- Ability to communicate in English with foreign boss.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Chongnonsri, Bangkok and Udonthani

会社説明