



PR/116697 | HR & GA 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

1521648

業種

自動車・自動車部品

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11日 10:43

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

Job Title: HR & GA Manager

Location: Amata City, Chonburi

Salary: 50,000-80,000 THB

Job Summary: We are seeking a dynamic and experienced HR & GA Manager to oversee our Human Resources Management (HRM), Human Resources Development (HRD), General Affairs (GA), Safety, and IT departments. The ideal candidate will be responsible for developing and implementing HR strategies, managing employee relations, ensuring workplace safety, and overseeing IT operations to support our business objectives.

Key Responsibilities:

Human Resources Management (HRM):

- Develop and implement HR policies and procedures.

- Manage recruitment, selection, and onboarding processes.
- Oversee employee relations, performance management, and disciplinary actions.
- Ensure compliance with labor laws and regulations.
- **Human Resources Development (HRD):**
- Identify training and development needs within the organization.
- Design and implement training programs to enhance employee skills and career development.
- Monitor and evaluate the effectiveness of training programs.

General Affairs (GA):

- Manage office administration and facilities.
- Oversee procurement and inventory management.
- Coordinate company events and activities.

Safety:

- Develop and implement workplace safety policies and procedures.
- Conduct regular safety audits and inspections.
- Ensure compliance with safety regulations and standards.

Information Technology (IT):

- Oversee IT infrastructure and operations.
- Manage IT support and maintenance activities.
- Ensure data security and system reliability.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 10 years of experience in HR management, with a focus on HRD, GA, Safety, and IT from the automotive part manufacturer.
- Strong knowledge of labor laws and regulations.
- Excellent communication and interpersonal skills.
- Proven leadership and team management abilities.
- Proficiency in HR software and Microsoft Office Suite.