



PR/116773 | JS 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

1523458

業種

その他（メーカー）

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2025年04月08日 01:00

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

Job Title: HR & GA Manager (New Company Setup)

Location: Amata City, Chonburi

Key Responsibilities:

- Communicate and spread the company vision and policies to all employees, fostering good teamwork and smooth communication between both Thai and Japanese staff.
- Ensure full legal compliance by confirming adherence to labor laws and responding to relevant legal matters.
- Oversee recruitment and training processes for new employees.
- Establish and enforce company rules, regulations, allowances, agreements, etc.
- Maintain a close relationship with other departments, constantly evaluating ways to improve the company (with a focus on the near future).
- Opportunity to expand responsibilities to include accounting tasks if desired, and cover all administrative jobs (currently outsourced).
- Respond to and manage the process for obtaining ISO certification (knowledge is not required now; willingness to learn is important).
- Manage company operations, including setting annual targets, budgets, action plans, analysis, and countermeasures.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Over 5 years of experience in Admin & GA/HR roles.
- Over 3 years of management experience.
- Strong logical thinking and problem-solving skills.
- Proven track record in evaluating and understanding employee resignations and work experiences at previous companies.
- Experience in a new setup or small organizations (5-10 staff) is a plus.
- Must possess a "motherly" personality, able to listen to and improve based on team feedback

会社説明