



<b>Job title</b>	HR Manager
<b>Reports to</b>	CEO
<b>Location</b>	Bangkok, Thailand

#### **Job Purpose**

The ideal candidate will have passion to drive company to be a high-performing by identifying and developing talents and implementing strategic initiatives for the organization. The candidate will also be an energetic and tactful leader and management in HR. He/she will serve as a management the HR team and business partner to provide a full range of professional HR services including talent acquisition, employee relations, performance management, manpower planning, staff movement, organization development, coaching, counseling and disciplining staff and work with the department heads / managers to prevent and resolve staff issues.

#### **Duties and Responsibilities**

- Develop and Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, PMS, succession planning, employee relations and retention and labor relations.
- Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling and disciplining staff, planning, monitoring, appraising, and reviewing staff job contributions, maintaining compensation, determining production, productivity, quality, and customer-service strategies, designing systems, accumulating resource, resolving problems, implementing change.
- Engage in manpower planning and organization design to optimize manpower resources to cope with the changing business needs.
- Bring further structure, alignment and clarity to organization, departments and teams. Manage staff profiles, core competencies, evaluations and career paths.
- Implement and delivery organizational development activities, including change management, strategic planning and organizational design, to ensure transfer of learning and performance improvement.
- Recruitment-focused, In-charge of the entire selection and hiring. Work closely with line managers on selection criteria and candidates specifications.
- Manage a team of HR colleagues in overseeing the full talent acquisition life cycle & in delivering HR outcomes to the Company. Participating in ad-hoc projects when required.
- Cultivate an objectives and measurable results driven culture. Managing all staff employee relations issues
- Monitoring C&B projects including annual reviews.

#### **Candidate Profile**

- University degree in any discipline, preferable in Human Resource Management
- 10 years + HR Generalist experience, with 5 years at management level.



- Experience in tech industry a plus, but not a must
- Excellent communications, team and leadership skills with a 'can-do' attitude and passion to build a collaborative and innovative organization.
- Ability to work autonomously and manage a variety of projects simultaneously under deadline
- A team player, detail-minded, responsible and well-organized.
- Well-versed in Thailand Employment Ordinance, legislation and related regulations. And has an extensive business network to facilitate the day-to-day activities and projects
- Proficiency in both written and spoken English.

<b>Approved by:</b>	(on behalf of CEO)
---------------------	--------------------