



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

Post Date: 20 September 2019

JOB VACANCY

**POSITION: Senior HR Officer (1 position)
(Permanent)**

Responsibilities:

- Responsible for all functions of HR, including Recruitment, Manpower out source, employment contract, Benefits & Welfare items, Employee Relation
- Coordinate with hiring managers to create job descriptions for opening vacancies, source suitable candidates, and arrange them with the hiring managers
- Supervise corporate HRIS to ensure tidy database of employee's information
- Supervise annual performance appraisal system both for bonus payment and salary increment
- Preparing annual labor cost budget in term of assumption of each compensation and benefit item
- Conduct headcount survey and plan for each fiscal year
- Supervise human resources activities and policies according to executive level direction
- Communicate HR polices and HR strategies across organization to ensure an alignment with company's direction
- Work closely with operation team to understand their needs and provide them the proactive advice / guidance and all support concerned people and HR issues
- Build a strong relationships with and give consultations to employees to create a pleasant working environment

Qualifications:

- ❖ Male - Age 30 up
- ❖ Bachelor Degree or Higher in Human Resource , Political Science, Law or related Field
- ❖ 5 - 7 years in Human Resource Field with at least 3 years experience in supervisor or managerial role
- ❖ Have knowledge of laws related to human resource management
- ❖ Good in communication, negotiation and presentation skills
- ❖ Ability to communicate in English is required
- ❖ Willing to be section representative on occasional basis
- ❖ Familiar with HR work in the construction environment
- ❖ Have experience with HR Generalist, Recruitment, Employee Relation, ISO/ OSHA

Location: Bangpakong, Chachoengsao

Interested candidates may apply by sending updated CV to:

E-Mail: tns-recruit@thainippon.co.th, Kingkarn-r@thainippon.co.th

Website: www.thainippon.co.th

Line ID: [tnsrecruit](https://www.facebook.com/tnsrecruit)

For details, please call 063-237-9838