



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

HR Manager

Division: Human Resources **Section:** Human Resources Management

Reporting To: General Manager, HR Division

Primary Work Location: Bangpakong, Chachoengsao (with required travel to Ample Tower, Bangna, 1-2 times per week)

Key Responsibilities:

- **Strategic HR Leadership:**
 - Contribute to the development and execution of HR strategies that align with organizational objectives.
 - Participate in the creation and implementation of resource management plans and budgets.
 - Support the execution of talent management and succession planning initiatives.
- **Operational HR Management:**
 - Manage talent acquisition processes, focusing on enhancing recruitment quality, optimizing onboarding procedures, and reducing time-to-fill.
 - Oversee compensation and benefits administration, ensuring market competitiveness and regulatory compliance.
 - Ensure the efficient administration of time and attendance, and other HR administrative functions.
 - Maintain the accuracy and security of employee data.
- **HR Technology and Innovation:**
 - Evaluate, select, and implement HRIS solutions to automate processes and support data-driven decision-making.
 - Champion the effective utilization of HR technology to enhance operational efficiency.
 - Research and implement contemporary HR tools and best practices.
- **Employee Relations and Compliance:**
 - Cultivate a positive and inclusive workplace culture, effectively addressing employee inquiries and resolving conflicts.
 - Manage labor relations, ensuring compliance with Thai labor laws and regulations.
 - Develop, review, and implement HR policies and procedures to ensure alignment with current legislation and best practices.
 - Manage relationships and contracts with HR vendors and agencies.
- **Performance Management and Development:**
 - Contribute to the enhancement of organizational performance management and evaluation processes, collaborating with the General Manager, HR, and department heads.
 - Establish clear performance objectives for the HR team, provide coaching and mentorship, and facilitate career development.
 - Develop and implement employee development programs.
- **Continuous Improvement and Collaboration:**
 - Drive continuous improvement initiatives within the HR function, identifying and implementing best practices.
 - Collaborate with all divisions to ensure HR initiatives are aligned with business objectives.
 - Develop and maintain strong relationships with internal and external stakeholders, including labor departments, outsourcing companies, and subcontractors.

- **Contact US:**



+66(0)2755 2800 Ext.3225, 3213



tnsrecruit@thainippon.co.th

Qualifications:

- Bachelor's degree in human resources management or a related field.
- Minimum of 10 years of progressive HR experience.
- Minimum of 5 years of experience leading HR teams.
- Fluent in English communication skills (written and spoken).
- Proficiency in MS Office Suite and experience with HRIS implementation and management.
- Comprehensive knowledge of Thai labor laws, HR principles and practices, performance management, and HRIS.
- Strong analytical, communication, problem-solving, strategic thinking, and project management skills.
- Proactive, collaborative, adaptable, optimistic, and results oriented.

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