



## HR & Admin Manager (Manufacturing) Opportunity in T-Park 2 Sriracha Laemchabang, Chonburi Thailand

### Our Client:

Our Client is well advanced in the technology of pre-fabrication of building components, Curtain Wall, Façade & cladding. With over 125 years aggregated experience in executing diverse building projects our client is a market leader globally in their sector.

### Function Description:

The Function of the Human Resources and Admin Manager is to develop and implement a people management plan in support of the business needs in the assigned office. The HR and Admin Manager Support and implementation of Human Resources projects and system. As Admin Manager, he/she oversees the support operations of an organization.

### Duties:

- Responsible for HR actions ideation, implementation, and control and success measurement of his/her boss plans within their countries.
- Development of an overall "people strategy and plan" to support the development of the assigned office.
- Direct responsibility for providing a full range of added value HR services; e.g. Succession planning, Leadership development, Resourcing/Recruitment, Performance Management, Associates Engagement, Social Policy development, Local Benefit Review and Change Implementation
- Effective implementation of personnel administration processes
- Consistent implementation of the appropriate tools and support these activities.
- Support for General Manager and local country management team to create the best working environment.
- Support for the General Manager in building a highly effective leadership team
- Accountable to define and implement HR policies and guidelines in terms of people costs, appraisals, trainings, career paths, recruiting and compensation.
- In charge of developing an effective and efficient organization – Implement an organizational structure which meets the needs of the business.
- Ensure, train and retain high quality people, managing employee requirements in terms of career paths and international staffing.
- Prepare and submit yearly people budget costs and training & development plans for approval by both General and Regional Management.
- Directly manage training and development plans for managers and high potentials/talents.
- Define areas of professional development for top managers.
- Implement compensation policies and processes provided by Regional or Corporate Management.
- Establish and maintain operational budgets for the HR team personnel and equipment, developing team professionalism and scope.
- Responsible for the resources assigned to his department, ensuring the correct application of tools and policies on training, career path and evaluations and inputs to compensation systems.
- Ensure the HR practices are fully compliant with global and regional guidelines
- Build talent demand plan and succession plan for the assigned office
- Ensure each staff member has a Personal Development Plan along with performance review meetings with their Line Manager.

### Requirements

- 7 - 10 years' experience in HR, ideally gained working in established multinational companies in the region.
- 2 to 4 years Management experience.
- Relevant experience with Factory Operations is a MUST
- Strong knowledge in General HR issues (especially C&B, recruitment, engagement & development, labor laws).
- In-depth knowledge of the employment ordinance / practices in the region.
- Strategically focused, yet hands on.
- Experience in the Construction, Curtain wall &/or Interior Fit out industry is preferred.
- Bachelor's degree is required.



# OMNI INTERNATIONAL CONSULTANTS

UK

UAE

THAILAND

INDIA

AUSTRALIA

- Good skills with MS word, Excel, Power point & other basic software.
- Prior working experience with HRM applications is an asset;
- High Proficiency in the English language both oral and written
- Proficiency of local language/s would be of advantage.
- Ability to drive and recommend priority to implement P&O activities in local market/
- Works collaboratively with colleagues to achieve set goals & contribute to a positive team environment;
- Adjust roles/behaviors to diverse & changing demands of work environment & organizational priorities;
- Resourcefulness, initiative, maturity of judgement, & the ability to make sound decisions under pressure.
- Service mind set, & solution oriented in a proactive manner;
- Ability to analyze data, draw conclusions & recommend a course of actions.

## Assignment and Work Location

- The HR and Admin Manager shall manage two offices. 70-80% of the workload is for the factory 20-30%.
- The HR and Admin Manager shall be assigned in Chonburi Thailand. Travel in Bangkok office at least twice a month or more depends on the business requirement.

## Working Terms & Conditions:

- Work Location: based on T-PARK2, Laem Chabang, Sriracha Chonburi
- Working days/Hours: 5 working days from 08.00-18.30 hr.
- Other Allowances/Benefits: Provident Fund 7.5% , Group Health Insurance, Food Allowance, Long service year reward
- Bonus Scheme: Fix bonus 1 month,
- For variable bonus, it's subjected to company's profit and individual performance.

Package: highly competitive salary plus bonus and allowances

To apply:

1. Email your CV to Paul: [paul@omni-interconsult.com](mailto:paul@omni-interconsult.com)
2. Visit our website: [www.omni-interconsult.com](http://www.omni-interconsult.com)