



SumiRiko Eastern Rubber (Thailand) Ltd.



Plastic Injection (PI)



Liquid Engine Mounting (LEM)



Sound Proof

SumiRiko Eastern Rubber (Thailand) Ltd. is international standard, high quality anti-vibration rubber components and other products for the automotive industry. Through careful planning, technology and innovation, we continue to supply our customers with superior products while building an industry wide reputation for quality and reliability. The challenge for us is to maintain our high standards, and improve upon them where ever whenever possible. At SRK-ER you have opportunity to be our part and will be growth up with us.

HR MANAGER

To development knowledge skill and activities of all employee and driven achieve target and control disciplinary action labor/employee relations functions and report to Sr. GM and Japanese Director

YOUR TASK AND RESPONSIBILITIES :

- Head to responsible for running the overall HR management system, and ensuring that there are sufficient resources of all and maintain the system.
- Managing HRD/HRM policies, Training plans, Recruitment , Employee Relation and strategies in order to improve employee knowledge skill
- Ensuring that HR functions are well defined, documented, communicated and executed across all
- Analysis the training needs of individuals department, closely cooperating with manager lines to define appropriate training courses and development activities; providing training and development activities
- Planning manpower plans and implement strategies to improvement recruitment and selection process
- Maintain and conducting company rule/ regulation and disciplinary action for employee
- Managing Employee relation /Engagement policy and activities to make and improved good relation with all employee
- Coordination with concerned government department, Labor Department and others related government department and maintain Thai Labor Standard system follow company plan
- Build up good relationship in organization including welfare, Participate in resolving Labor dispute situations and investigation when required.
- **QUALIFICATION :**
 - Bachelor's degree/Master in Political Science/Human Resource Management/Business Administration/Laws or related field
 - Experience 7 years up in overall HRD/HRM Management level
 - Must have experience in automotive/electronic manufacturing or manufacturing environment company Strong knowledge of developing personnel practices and principles, and all applicable labor, payroll, benefits, laws and regulations.
 - Good personality, service mind, result-oriented and independent and self-motivated.
 - Leadership and team working , good planner skills and able to work under high pressure and urgently.
 - Excellent communication, presentation and interpersonal skills
 - Good command in English, Computer literate

LOCATION WORKING : Eastern Seaboard Industrial Estate (Pluakdeang, Rayong)

HOW TO APPLY : Please send your resume or application to e-mail : o.pianooch@er.sumiriko.com

TEL : 038927500 Ext. 107, www.er.sumiriko.com