



Human Resources

Job description

- Recruitment and hiring: Plan, define, and perform recruitment strategy; interview and hire in an effective and efficient manner and/or coordinate with recruitment agencies in compliance with laws and internal rules; manage employee offers and contracts; administer integration program for new employees.
- Compensation and benefits: Ensure all legal compliance, conduct and participate in salary declaration, conduct and monitor benefit programs.
- Training: Plan and monitor employee performance measurement system, set up training plans, organize internal and external training; interface with company business and external training providers for the implementation of corporate training or training programs to meet business needs where appropriate.
- Legal and outside communication: Liaise and manage all affairs with the labor office, and be responsible for employee engagement strategy.
- Employee relations: Effectively conduct and monitor employee relations, foster a conducive work environment through employee relations activities and communication including company activities (e.g. New Year's parties, staff meetings etc.)
- Other assignments as discussed with the HR/GA team

Job experience

- Minimum 10 years of experience in human resources

Core values

- A sense of engagement and responsibility towards Spiber's projects
- The ability to commit to the team's mission over individual interests
- The capacity for flexibility in the pursuit of maximizing the team's performance
- Willingness to step outside individual areas of specialization
- An appreciation for new experiences and challenges
- Ability to deliver and share our company's culture and image
- Ability to work under pressure and react to an ever-changing environment

Requirements

- Bachelor's degree in any related field
- English proficiency (equivalent to TOEIC score of 650 or higher)
- Must hold a driving license (no car or bus service available)

Preferred experience/skills

- Strong soft skills, such as interpersonal skills, empathy, emotional intelligence, conflict management, etc.
- Advanced communication and negotiation skills
- Experience in ISO 9001
- Ability to work independently and collaboratively
- Specialized training in employment law, compensation, organizational planning & development, and employee relations
- Active affiliation with appropriate human resource networks and organizations and ongoing community involvement
- Ongoing affiliation with leaders in successful companies and organizations that practice effective HRM

Number of positions

- 1 position

Location

- Eastern Seaboard Industrial Estate in Rayong, Thailand

Start date

- ASAP

Salary system

- Approximate range of total monthly package: 80,000-100,000 bahts/month (dependent on experience; no bonuses or other allowances)
- Our company uses a self-declaration salary system, in which applicants decide their own salary and the salary is disclosed to all company members. More about our way of thinking about salary at Spiber can be found here:

<https://www.spiber.inc/en/join/>

Overtime pay

- Provided

Probation period

- 119 days

Work hours

- 8 hours per day, 40 hours per week

Holidays

- 2 days off per week

Paid vacation

- 12 days per year

Social insurance

- Standard social security fund (SSO)

Employee benefits

- Group insurance (life insurance, accident insurance, IPD)

About Spiber (Thailand) Ltd.

Founded: November 21, 2018

Team: 40 members (as of Jun 2021)

Registered Capital: 2,900,000,000 baht

Business Domain: Protein fermentation and purification; research, development, and testing of production methods and technologies; knowledge transfer to other plants

Location: Eastern Seaboard Industrial Estate 300/155 M.1 T.Tasit, A.Pluakdaeng, Rayong, 21140, Thailand

Managing Director: Keisuke Morita

Board of Directors: Keisuke Morita, Toshimasa Asai, Yu-Hsuan Miao