

### Job Ads of Employee Relations Officer

Employee Relations officer works at both strategic and operational level to manage various HR policies, related with employees.

- To establish and maintain good relationship between the company and employees to stay abreast of current and future employee relation issues.
- Execute employee relations activities to be compliant with company policy
- Handle labour issues relating with pay and working conditions
- Follow up and update labour law and carry out formal consultation procedures on various issues as required by labour law
- To assist HR Manager in acting as employer representative in welfare issues
- Advise on disciplinary action and consult with line supervisors on all HR issues involving with staffs.

### Qualifications :

- Bachelor's Degree in Law, Political Science, Public Administration, or related field. Good knowledge of labour law.
- Male, Thai Nationality, age not over 35 years
- At least 3 years experience in Employee Relations functions
- Must be able to use Ms.Office such as Word, Excel and Power Point.
- Service mind, proactive, self motivated, team player
- Good command of English writing and speaking.