



## **Company Human Resources Manager (CHRM) – Mainly Silver Design (MSD)**

23/14, Soi Khlong Omyai, Sampran, Nakhon Pathom 73160, Thailand

FULLY INTEGRATED JEWELRY MANUFACTURER AND EXPORTER  
SERVING GLOBAL MARKETS

Mainly Silver Design Co., Ltd.(MSD) is a fully integrated jewelry manufacturing and export company serving global markets. Established in the early 1990s, MSD caters to international brands, TV networks, major jewelry retailers, and distributors from its headquarters near Bangkok, Thailand. Offering value-added services like product sourcing, new product development, and packaging solutions at competitive prices, MSD has experienced consistent growth and success.

### **Position Overview: Company HR Manager (CHRM)**

The CHRM is responsible for partnering with senior leadership to implement the company's annual business plan. This includes overseeing HR operations, strategic HR initiatives, and driving continuous improvement to meet organizational goals. As a key executive, the CHRM collaborates closely with other senior leaders to enhance productivity, quality, and profitability.

### **Key Responsibilities:**

#### **1. HR Business Partner (HRBP) - Partner with senior leaders to align organizational strategies and drive performance.**

- **Business Alignment:** Collaborate with leaders across the organization to build a deep understanding of the business's aspirations, needs, and goals.
- **Organization Performance Management:** Ensure a robust structure for evaluating and measuring the organization's performance.
- **Capability Development:** Identify and develop key capabilities essential to the organization's growth.
- **Organizational Development:** Foster collaborative, high-performing teams built on trust and shared belief.

#### **2. HR Functional Partner (HRFP) - Ensure efficient HR operations and strategic HR processes.**

- **HR Administration & Employee Service:** Manage HR services, from onboarding to exit, ensuring effectiveness and efficiency.

- **Employee Relations:** Build a positive employee-employer relationship to enhance engagement and retention.
- **Diversity, Inclusion & Equity:** Promote a workplace focused on diversity, equity, and inclusion.
- 
- **Legal & Labour Compliance:** Ensure compliance with labor laws, collective bargaining agreements, and union management. Manage employee disputes as required.
- **Performance Management:** Align performance management processes with organizational goals to drive engagement and success.
- **Reward Management:** Oversee the Compensation and Benefits structure, ensuring timely and accurate payments.
- **Talent Management:** Implement talent acquisition, development, and retention strategies.
- 
- **Recruitment Management:** Handle recruitment processes, including workforce planning and seasonal demands.
- **Learning & Development:** Drive initiatives to create a capable and multi-skilled workforce.
- **HR Systems & IoT:** Manage HR systems for time management and data accuracy.
- **Occupational Health & Safety:** Ensure a safe work environment and prioritize health and safety initiatives.
- **Internal Communications:** Develop and implement internal communication plans to enhance clarity across the organization.
- **Expat Management:** Manage all expatriate-related matters to ensure compliance and satisfaction.
- **Facilities Management:** Oversee lease, security, and facility maintenance operations.
- **HR Innovation & Creativity:** Lead HR innovation efforts to continuously improve the HR department.
- 
- **Financial Management:** Manage HR budgets efficiently.

#### **Hiring Criteria:**

- **Education:** BA in Human Resources, Business Administration, or related fields.
- **Experience:** Minimum of 5 years in a senior HR role within manufacturing.
- **Skills:** Proven leadership, excellent communication, problem-solving, and decision-making skills.
- **Attributes:** Commitment to safety, quality, and continuous improvement.