

**RSM!** Recruitment

Thailand



Are you looking at a career in HR?

## Are you looking at a career in HR?

Are you interested in working in human resources but fear you lack the experience? Don't be afraid to look for a possible opening, as there is always room for training. In many cases, if you are already in an admin role, you may already be across many HR affairs with your company, which may help you grow into a career in HR.

People in Human Resources need to be enthusiastic, hard working and reliable, as many company policies and procedures will change, you will also need to learn to adapt quickly and keep up to date and also keep everyone else up to date and on their toes to ensure everyone is informed.

You will also need good judgement and possibly one of the most important personality traits you need to possess is that of discretion. A high level of confidentiality is required and also inter-relating well with others in the company. You will need to be a trustworthy person, who doesn't gossip or share information with others, given you will be required to know, keep and update confidential employee, management and company information off bounds to others. This may include performance appraisals, bonuses, payrises, promotions, termination and how much every employee in the company earns.

Being in HR will see you interacting with everyone in the company from management to administration, so you need to be a people person as you will be dealing with personalities from all walks of life, so if you're not diplomatic or shy, a career in Human Resources may not be the right career path for you if you're not 100% ready to take the plunge.

Additionally, you will be required to relay a lot of company information, therefore need good communication and listening skills. Whether you agree with them or not, you will need to be the foremost at absorbing and relating company politics to others, you may need to reinforce rules to people and also be able to be their mentor and a listener to their problems and issues in the workplace.

While gaining a certificate or degree may not always be necessary to start in HR, if you possess the above qualities and are game to give it a go and train and work up and gain knowledge and experience, we trust you will find a position in Human Resources an insightful career path, learning skills that you will see you grow to be one of the most valueable assets to the company!