



PR/115918 | HRD GA

## Job Information

**Recruiter**
[JAC Recruitment Thailand](#)
**Job ID**

1504251

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

November 19th, 2024 10:43

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

**OVERVIEW**

The Company is Japanese, now seeking for an experienced candidate to join as

HR ER GA (Workplace around MRT Silom, BTS Saladaeng, Bangkok)

Position: HR ER GA

Location: MRT Silom, BTS Saladaeng, Bangkok

Business: Engineering

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

**JOB RESPONSIBILITIES**

- Handle tasks related with HR GA, HRD, ER.
- Employee relations, Employee Communication.
- Manage new hire, resignation process arrangement, Probation control.
- Orientation and Training
- HR Regulations control and HR announcement
- Building Structures, creating workflow and manual for employee's regulations.
- Submit related HR document, Kor Ror 11, company licenses renewal.
- Employees overall welfare control such as wedding, funeral, sickness and etc.
- Manage group insurance and annual health check up.
- Manage medical expense control.
- Happy workplace activity arrangement, manage 5 Sor activities.
- Handle New Year gifts and compliance
- Developing new systems for the benefit of company and employees.

**JOB REQUIREMENTS**

- This position, salary around 30,000 - 45,000 THB
- The candidate is required over 4 years in HR, ER, GA, HRD
- Knowledge in Thai labor laws will be advantage.
- Graduate in institution of education level, bachelor's degree or higher in HR or any related fields.
- Ability to communicate in English with foreign boss.
- Extrovert character, willing to meet with people.
- Available to work in pressure, proactive, rush environment.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Silom, BTS Saladaeng, Bangkok

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**Company Description**