



PR/116197 | HR & Admin Staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1504369

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:50

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 & Admin Staff (Workplace around Bangna area, Bangkok)

Position: HR & Admin Staff

Location: Banga-Trad, around Central Bangna, Bangkok

Business: Trading

Working hour: Monday – Friday, 8.00 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in HR and Administration tasks in office.
- Handling Welfare & Benefits for all staffs, claim, insurance, SSO, provident fund, payroll support, time attendance, management reporting.
- Payroll support, time attendant, calculation support.
- HRD, training, OJT, E-learning.
- Handling office admin tasks, handle office supplies & office maintenance, purchasing office suppliers, booking travelling arrangement.
- Reservation air-ticket, pocket WIFI, golf, restaurant and etc.
- Handle visa work permit, 90 days report, dealing with Thai government department directly, not use outsourcing.
- Annual health checks up.
- Daily admin operations.
- Other tasks assigned by president.

JOB REQUIREMENTS

- This position, salary around 20,000 - 28,000 THB
- The candidate is required over 2 years in HR, Office Admin.
- Knowledge in Labor law and payroll will be advantage.
- Graduate in institution of education level, bachelor's degree or higher.
- Ability to communicate in English with foreign boss.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Chongnonsri area, Bangkok

Company Description