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PR/116388 | Admin&HR

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1513422

Industry
Other

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
January 21st, 2025 16:00

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

Admin HR Staff (Workplace around MRT Rama9, Bangkok)

Position: Admin HR Staff

Location: MRT Rama 9, Bangkok

Business: Machine Trading

Working hour: Monday – Friday, 8.30 AM – 17.30 PM (Saturday once a month)

JOB RESPONSIBILITIES

- Handle overall loops in Admin, HR, Office management.

- Working in small size company.

- Handle admin tasks, dealing with outsourcing, visa work permit, government.

- Support foreign staff, travelling arrangement, booking hotel, golf, airline tickets, rental car and etc.

- Coordinate with office building, organize and schedule meetings and events, purchasing office suppliers.

- Manage time attendance record /OT/ leave /staff record

- Recruitment, preparing job descriptions, advertising vacant positions.

- Orientation, and training of new staff members.

- Internal contact person about labour issues.

- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 26,000 - 30,000 THB

- Graduate in institution of education level, bachelor's degree or higher.

- Can start working immediately will be advantage.

- Experience over 3-4 years' experience in HR, Admin

- Ability to communicate in English with foreigners.

- Having TOEIC score 650+ to ensure English skill will be advantage

- Able to use computer literacy in MS Office, Excel

- Able to travel to work around MRT Rama 9, Bangkok

Company Description