



PR/116535 | HR - Japanese Speaking (New graduated are welcome)

## Job Information

### Recruiter

JAC Recruitment Thailand

### Job ID

1516376

### Industry

Automobile and Parts

### Job Type

Permanent Full-time

### Location

Thailand

### Salary

Negotiable, based on experience

### Refreshed

January 21st, 2025 10:34

## 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

### Job Description:

- Handle payroll, social insurance, tax and so on
- Handle recruitment to post in Job Thai, contact agencies
- Handle newcomer orientation
- Handle Visa/WP for Japanese staff
- Manage uniform, company entrance card, locker, maid
- Handle BOI task

### Qualification:

- Bachelor's degree in any field.
- HR experience. (New graduated are welcome)
- Japanese communication skills for internal use (JLPT certification not required).
- Personality: friendly, good at communicating with people, and able to talk well with Thai clients.
- Interview: one time (face-to-face communication only, no test).
- Special consideration will be given if you can start work immediately.

**Welfare / benefits:**

- Perfect Attendance: 1,000 THB
- Housing: 1,500 THB
- Meal: 1,050 THB
- Bonus: 3.2 months in 2024
- Paid Vacation: 6 days (After Passed the probationary period) +1day (Every year)
- Provident Fund: 3-15% (Company 3%)
- Group Insurance (Accident insurance)

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Company Description