



PR/116610 | HR Admin Assistant Manager or Supervisor

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1518456

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 25th, 2025 10:02

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

Hiring position: HR & GA Supervisor

Location: Pinthong2, Sriracha, Chonburi

Job Description:

- Manage Payroll (Excel)
- Support some Cost Calculation
- Attendance Management
- Handling Visa Procedures for Japanese Employees

- Solving Simple IT Issues (Contacting IT Companies) and General tasks

Qualifications:

- Candidates can come to the office by themselves (no shuttle).
- Have experience in HR work of companies with more than 100 employees for 3-5 years
- Have experience in Payroll, GA, Visa & Work permit.
- English: Intermediate.

Company Description