



PR/116791 | HR staff-supervisor

## Job Information

### Recruiter

JAC Recruitment Thailand

### Job ID

1523467

### Industry

Retail

### Job Type

Permanent Full-time

### Location

Thailand

### Salary

Negotiable, based on experience

### Refreshed

April 22nd, 2025 21:00

## 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

HR Staff – Supervisor (Workplace at Khon Kaen)

Position: HR Staff – Supervisor

Location: Khon Kaen

Business: Manufacturing

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

**JOB RESPONSIBILITIES**

- Handle overall loops in HR, HRM, HRD.
- Handle Payroll, Training, and HR operation tasks.
- Doing payroll following company policies and Thai legal standards.
- Handle training programs for employees, manage employee onboarding, orientation, and training programs.
- Handle the recruitment process
- Handle welfare and benefits for staff, compensation and benefits, health insurance.
- Coordinating with external department: Social Security Fund, Thai Labour Law, VISA and Work Permit, Department of Skill Development, The Revenue Department and etc.
- Support Admin.
- Other tasks assigned in related job.

**JOB REQUIREMENTS**

- This position, salary around 18,000 - 24,000 THB
- Graduate in institution of education level, bachelor's degree or higher in any related field.
- Over 1-2 years' experience in HR Admin.
- Ability to communicate in English with foreigners.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work in Khon Kaen.

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Company Description