



PR/116831 | HR

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1524303

**Industry**

Healthcare, Nursing

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

March 4th, 2025 11:45

## 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 International, now seeking for an experienced candidate to join as

HR Officer (Workplace around BTS Krungthongburi, Bangkok)

Position: HR Officer

Location: BTS Krungthongburi, Bangkok

Business: Trading

Working hour: Monday – Friday, 8.00 AM – 18.00 PM

**JOB RESPONSIBILITIES**

- Handle overall loops in HR, HRD, HRM, Admin related HR tasks.
- Working operation HR tasks in small size company.
- Recruitment, training, welfare, time attendant, payroll support.
- Handle welfare and benefits for staff, compensation and benefits, health insurance, annual company health check-up.
- Handle ER, labour regulations.
- HR legal & compliance, handle corporate work and documentation of companies, manage regulations.
- Handle overall operation HR tasks
- Office management, maintain office facilities, deal with employee troubles.
- Other tasks assigned in related job.

**JOB REQUIREMENTS**

- This position, salary around 30,000 - 40,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Over 3-5 years' experience in HR, Compensation & Benefits, Welfare, HRIS
- Knowledge in Thai Labour Laws
- Ability to communicate in English with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Khung Thonburi, Bangkok

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**Company Description**