



JAC Recruitment

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Thailand

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

April 15th, 2025 05:00

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 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

Company Description