



PR/116869 | Admin Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1526918

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

March 18th, 2025 10:50

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

Admin HR Manager (Work at Klong Luang, Pathumthani)

Position: Admin HR Manager (Work at Klong Luang, Pathumthani)

Location: Klong Luang, Pathumthani

Business: Trading & Manufacturing

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in Admin, HR, HRM, HRD.
- Handle Payroll, policies & regulation, staffing, compensation, payroll matters, recruitment and employee relations.
- Ensure company policies align with labour laws and regulations.
- Handle workplace disputes and disciplinary actions.
- Arrange working permit, residence visas, driving licenses of all foreigner and family, provide stationery office equipment, control maid and driver.
- Planning, developing and implementing both of quality, environmental and safety strategies and policies throughout the organization.
- Manage team.

JOB REQUIREMENTS

- This position, salary around 55,000 - 65,000 THB
- Graduate in institution of education level, bachelor's degree or higher in any related field.
- Over 8 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 Klong Luang, Pathumthani.

Company Description