



## 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.

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**Company Description**