



PR/116885 | HR Staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1526928

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 15:00

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 Admin Staff (Workplace around Thidin Thai, Bang Plee, Samutprakan)

Position: HR Payroll Staff

Location: Thidin Thai, Bang Plee Yai, Samutprakan

Business: Engineering tools Sale

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

JOB RESPONSIBILITIES

- Handling overall HR HRM, payroll and accounting admin tasks.
- Handling overall admin tasks in small company size
- Handling HR overall routine tasks.
- Handle Visa, work permit, Social Securities
- All loops' tasks in Payroll.
- Review Accounting, petty cash, overall back-office management, and manage manpower.
- Manage drivers, company car, security guard, maids.
- Support foreign manager, travelling arrangement, booking car, driver, flight, hotel, and restaurant.
- Coordinate with company group and related department, deal with outsourcing.
- Other tasks assigned by Manager

JOB REQUIREMENTS

- This position, salary around 30,000 - 35,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Can start work immediately will be advantage.
- Able to work in small size company.
- Over 3-5 years' experience in HR, Payroll, Admin, GA
- Knowledge in Thai Labour Laws
- Ability to communicate in English with foreigners.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Thidin Thai, Bang Plee Yai, Samutprakan

Company Description