



JAC Recruitment

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Thailand

PR/116885 | HR Staff

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1532848

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 15th, 2025 11:17

## 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's task 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

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**Company Description**