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PR/116885 | HR Staff

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1534295

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
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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 admins 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

Company Description