



PR/115918 | HRD GA

募集職種

人材紹介会社

ジェイエイシーリクルートメント タイランド

求人ID

1504251

業種

その他（商社）

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2024年11月19日 10:43

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

HR ER GA (Workplace around MRT Silom, BTS Saladaeng, Bangkok)

Position: HR ER GA

Location: MRT Silom, BTS Saladaeng, Bangkok

Business: Engineering

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

JOB RESPONSIBILITIES

- Handle tasks related with HR GA, HRD, ER.
- Employee relations, Employee Communication.
- Manage new hire, resignation process arrangement, Probation control.
- Orientation and Training
- HR Regulations control and HR announcement
- Building Structures, creating workflow and manual for employee's regulations.
- Submit related HR document, Kor Ror 11, company licenses renewal.
- Employees overall welfare control such as wedding, funeral, sickness and etc.
- Manage group insurance and annual health check up.
- Manage medical expense control.
- Happy workplace activity arrangement, manage 5 Sor activities.
- Handle New Year gifts and compliance
- Developing new systems for the benefit of company and employees.

JOB REQUIREMENTS

- This position, salary around 30,000 - 45,000 THB
- The candidate is required over 4 years in HR, ER, GA, HRD
- Knowledge in Thai labor laws will be advantage.
- Graduate in institution of education level, bachelor's degree or higher in HR or any related fields.
- Ability to communicate in English with foreign boss.
- Extrovert character, willing to meet with people.
- Available to work in pressure, proactive, rush environment.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Silom, BTS Saladaeng, Bangkok

会社説明