



PR/116197 | HR & Admin Staff

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

1504369

業種

その他（メーカー）

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 10:50

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 & Admin Staff (Workplace around Bangna area, Bangkok)

Position: HR & Admin Staff

Location: Banga-Trad, around Central Bangna, Bangkok

Business: Trading

Working hour: Monday – Friday, 8.00 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in HR and Administration tasks in office.
- Handling Welfare & Benefits for all staffs, claim, insurance, SSO, provident fund, payroll support, time attendance, management reporting.
- Payroll support, time attendant, calculation support.
- HRD, training, OJT, E-learning.
- Handling office admin tasks, handle office supplies & office maintenance, purchasing office suppliers, booking travelling arrangement.
- Reservation air-ticket, pocket WIFI, golf, restaurant and etc.
- Handle visa work permit, 90 days report, dealing with Thai government department directly, not use outsourcing.
- Annual health checks up.
- Daily admin operations.
- Other tasks assigned by president.

JOB REQUIREMENTS

- This position, salary around 20,000 - 28,000 THB
- The candidate is required over 2 years in HR, Office Admin.
- Knowledge in Labor law and payroll will be advantage.
- Graduate in institution of education level, bachelor's degree or higher.
- Ability to communicate in English with foreign boss.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Chongnonsri area, Bangkok

会社説明