



PR/116388 | Admin&HR

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

1513422

業種

その他

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12月24日 12:22

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

Admin HR Staff (Workplace around MRT Rama9, Bangkok)

Position: Admin HR Staff

Location: MRT Rama 9, Bangkok

Business: Machine Trading

Working hour: Monday – Friday, 8.30 AM – 17.30 PM (Saturday once a month)

JOB RESPONSIBILITIES

- Handle overall loops in Admin, HR, Office management.
- Working in small size company.
- Handle admin tasks, dealing with outsourcing, visa work permit, government.
- Support foreign staff, travelling arrangement, booking hotel, golf, airline tickets, rental car and etc.
- Coordinate with office building, organize and schedule meetings and events, purchasing office suppliers.
- Manage time attendance record /OT/ leave /staff record
- Recruitment, preparing job descriptions, advertising vacant positions.
- Orientation, and training of new staff members.
- Internal contact person about labour issues.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 26,000 - 30,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Can start working immediately will be advantage.
- Experience over 3-4 years' experience in HR, Admin
- Ability to communicate in English with foreigners.
- Having TOEIC score 650+ to ensure English skill will be advantage
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Rama 9, Bangkok

会社説明