



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

2025年01月21日 16:00

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