



PR/116412 | Chief 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**

1513431

**業種**

物流・倉庫

**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

Senior HR (Workplace around BTS Chongnonsri, Bangkok)

Position: Senior HR

Location: BTS Chongnonsri or BTS Saladaeng, Bangkok

Business: Logistics

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

**JOB RESPONSIBILITIES**

- Handle overall loops in HR, Admin related HR tasks.
- Support HR team in overall scopes.
- Handle welfare and benefits for staff, compensation and benefits, health insurance, annual company health check-up.
- HR legal & compliance, handle corporate work and documentation of companies, manage regulations.
- Support HRIS and payroll support.
- Data analysis, summary report in related HR work.
- Office management, maintain office facilities, deal with employee troubles.
- Other tasks assigned in related job.

**JOB REQUIREMENTS**

- This position, salary around 28,000 - 35,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Over 5 years' experience in HR, Compensation & Benefits, Welfare, HRIS
- Ability to communicate in English with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Chongnonsri or BTS Saladaeng, Bangkok

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会社説明