



PR/116791 | HR staff-supervisor

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

1523467

業種

小売

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02月25日 10:33

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 Staff – Supervisor (Workplace at Khon Kaen)

Position: HR Staff – Supervisor

Location: Khon Kaen

Business: Manufacturing

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

JOB RESPONSIBILITIES

- Handle overall loops in HR, HRM, HRD.
- Handle Payroll, Training, and HR operation tasks.
- Doing payroll following company policies and Thai legal standards.
- Handle training programs for employees, manage employee onboarding, orientation, and training programs.
- Handle the recruitment process
- Handle welfare and benefits for staff, compensation and benefits, health insurance.
- Coordinating with external department: Social Security Fund, Thai Labour Law, VISA and Work Permit, Department of Skill Development, The Revenue Department and etc.
- Support Admin.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 18,000 - 24,000 THB
- Graduate in institution of education level, bachelor's degree or higher in any related field.
- Over 1-2 years' experience in HR Admin.
- Ability to communicate in English with foreigners.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work in Khon Kaen.

会社説明