



JAC Recruitment

We are recruitment specialists around the globe

Thailand

## 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04月22日 21:00

## 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

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.

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会社説明