



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/116831 | 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

1524303

業種

福祉・介護

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15日 05:00

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 International, now seeking for an experienced candidate to join as

HR Officer (Workplace around BTS Krungthongburi, Bangkok)

Position: HR Officer

Location: BTS Krungthongburi, Bangkok

Business: Trading

Working hour: Monday – Friday, 8.00 AM – 18.00 PM

JOB RESPONSIBILITIES

- Handle overall loops in HR, HRD, HRM, Admin related HR tasks.
- Working operation HR tasks in small size company.
- Recruitment, training, welfare, time attendant, payroll support.
- Handle welfare and benefits for staff, compensation and benefits, health insurance, annual company health check-up.
- Handle ER, labour regulations.
- HR legal & compliance, handle corporate work and documentation of companies, manage regulations.
- Handle overall operation HR tasks
- Office management, maintain office facilities, deal with employee troubles.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 30,000 - 40,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Over 3-5 years' experience in HR, Compensation & Benefits, Welfare, HRIS
- Knowledge in Thai Labour Laws
- 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 Khung Thonburi, Bangkok

会社説明