



PR/116885 | HR Staff

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

1526928

業種

その他（メーカー）

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01日 15:00

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 Admin Staff (Workplace around Thidin Thai, Bang Plee, Samutprakan)

Position: HR Payroll Staff

Location: Thidin Thai, Bang Plee Yai, Samutprakan

Business: Engineering tools Sale

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

JOB RESPONSIBILITIES

- Handling overall HR HRM, payroll and accounting admin tasks.
- Handling overall admin tasks in small company size
- Handling HR overall routine tasks.
- Handle Visa, work permit, Social Securities
- All loops' tasks in Payroll.
- Review Accounting, petty cash, overall back-office management, and manage manpower.
- Manage drivers, company car, security guard, maids.
- Support foreign manager, travelling arrangement, booking car, driver, flight, hotel, and restaurant.
- Coordinate with company group and related department, deal with outsourcing.
- Other tasks assigned by Manager

JOB REQUIREMENTS

- This position, salary around 30,000 - 35,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Can start work immediately will be advantage.
- Able to work in small size company.
- Over 3-5 years' experience in HR, Payroll, Admin, GA
- Knowledge in Thai Labour Laws
- Ability to communicate in English with foreigners.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Thidin Thai, Bang Plee Yai, Samutprakan

会社説明