



PR/116869 | Admin Manager

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

1534285

業種

その他（商社）

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 14:46

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

Admin HR Manager (Work at Klong Luang, Pathumthani)

Position: Admin HR Manager (Work at Klong Luang, Pathumthani)

Location: Klong Luang, Pathumthani

Business: Trading & Manufacturing

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

JOB RESPONSIBILITIES

- Handle overall loops in Admin, HR, HRM, HRD.
- Handle Payroll, policies & regulation, staffing, compensation, payroll matters, recruitment and employee relations.
- Ensure company policies align with labour laws and regulations.
- Handle workplace disputes and disciplinary actions.
- Arrange working permit, residence visas, driving licenses of all foreigner and family, provide stationery office equipment, control maid and driver.
- Planning, developing and implementing both of quality, environmental and safety strategies and policies throughout the organization.
- Manage team.

JOB REQUIREMENTS

- This position, salary around 55,000 - 65,000 THB
- Graduate in institution of education level, bachelor's degree or higher in any related field.
- Over 8 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 Klong Luang, Pathumthani.

会社説明