



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

1534295

##### 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

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

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会社説明