



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

1535759

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29日 11:33

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's task 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