



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/117175 | HR Staff

Job Information

Recruiter[JAC Recruitment Thailand](#)**Job ID**

1540348

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 18th, 2025 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

HR Staff (Workplace around BTS Chongnonsri, Bangkok)

Position: HR Staff

Location: BTS Chongnonsri or BTS Saladaeng, Bangkok

Business: Logistics

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

JOB RESPONSIBILITIES

- Handle overall loops in HR, Admin related HR tasks.
- Support HR team in overall scopes.
- Handle welfare and benefits for staff, compensation and benefits, health insurance, annual company health check-up.
- HR legal & compliance, handle corporate work and documentation of companies, manage regulations.
- Support HRIS and payroll support.
- Data analysis, summary report in related HR work.
- Office management, maintain office facilities, deal with employee troubles.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 25,000 - 30,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Over 5 years' experience in HR, Compensation & Benefits, Welfare, HRIS
- 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 Chongnonsri or BTS Saladaeng, Bangkok

Company Description