



## PR/117314 | HR Representative

### Job Information

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

1542513

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

May 27th, 2025 10:55

### 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 and General Admin (Workplace around Ramkhamhaeng University)

Position: HR and General Admin

Location: Ramkhamhaeng 21, Hua Mak, Bang Kapi, Bangkok

Business: Warehouse Retail Outsourcing Service

Working hour: Monday – Friday, 8.00 AM – 17.00 PM (WFH 1-2 days per week)

## JOB RESPONSIBILITIES

- Handle overall loops in HR, Admin related HR tasks, Main in payroll.
- All salary payment processes, confirm attendance days, overtime hours, business trip days, calculation of various allowances and Social Security Fund and provision retirement.
- Calculating PND1 (tax), submitting reports to social insurance funds, and managing welfare pension funds and student loan funds.
- Recruitment activities, recruitment of part-time staff and full-time staff, conducting interviews and reporting results, making employment agreements, orientation for new employees.
- Arrangements for staff health checkups, support welfare and benefits staff.
- Support for arranging company recreation activities.
- Management of paid annual leave and sick leave days for staff.
- Making warning letters to employees only when necessary.
- When labour issues arise, consult with a human resources consultant and report to the general manager.
- Other tasks assigned in related job.

## JOB REQUIREMENTS

- This position, salary around 30,000 - 45,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Over 4 years' experience in HR, Payroll, Compensation and benefits
- Ability to communicate in English with foreigners.
- Able to communicate and write emails in English.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Ramkhamhaeng 21, Hua Mak, Bang Kapi, BKK

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Company Description