



JAC Recruitment

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Thailand

PR/117550 | HR&Admin

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549402

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:13

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 Admin Staff (Workplace at BTS Saladaeng, MRT Silom, BKK)

Position: HR Admin Staff

Location: BTS Saladaeng, MRT Silom, BKK

Business: Trading

Working hour: Monday – Friday, 8.00 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in HR, HRM, HRD, GA Admin.
- Handle HR Admin tasks in small company.
- Handle Payroll, Training, and HR operation tasks.
- Doing payroll following company policies and Thai legal standards.
- Handle training programs for employees, manage employee onboarding, orientation, and training programs.
- Handle the recruitment process
- Handle welfare and benefits for staff, compensation and benefits, health insurance.
- Doing visa, work permit, 90 days report for expats.
- Coordinating with external department: Social Security Fund, Thai Labour Law, VISA and Work Permit, Department of Skill Development, The Revenue Department and etc.
- Support Admin.
- Purchasing office suppliers, office facility control.
- Manage travelling arrangement, booking flight, booking hotel, booking car, reimbursement.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 25,000 - 32,000 THB
 - Graduate in institution of education level, bachelor's degree or higher in any related field.
 - Over 2-3 years' experience in HR, Admin, Payroll
 - Able to do payroll.
 - Knowledge in Thai labour law.
 - Accept to work in overall tasks in small size company
 - Ability to communicate in English with foreigners.
 - Able to work under pressure and different culture.
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- Able to use computer literacy in MS Office, Excel
 - Able to travel to work around BTS Saladaeng, MRT Silom, BKK

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Company Description