



PR/117598 | HR Operation Manager (Compensation and Benefits + Payroll)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1551969

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 01:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

HR Operation Manager (Compensation and Benefits + Payroll)

Job Responsibilities:

- Lead and manage the full payroll process across the organization.
- Collaborate closely with HR Business Partners and the Accounting team to ensure payroll is processed accurately and on time.
- Supervise all stages of the payroll cycle, including data entry, calculations, and reconciliation.
- Ensure precise and prompt handling of payroll-related transactions such as salary changes, bonuses, benefits, and deductions.
- Validate payroll outputs for accuracy before final approval.
- Conduct ongoing market research to maintain competitive compensation structures.

- Oversee the annual salary review process, including budgeting, data analysis, and stakeholder communication.
- Advise leadership on compensation decisions related to offers, promotions, and internal adjustments.
- Manage partnerships with external vendors, including benefits providers and compensation consultants.
- Design and manage employee benefits programs, covering health, wellness, retirement plans, and other perks.
- Ensure all compensation and benefits practices comply with applicable laws and regulations.

Job Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related discipline.
- Demonstrated experience in a Compensation and Benefits Manager role or similar capacity.
- Strong understanding of compensation strategies, benefits trends, and legal compliance.
- Deep knowledge of payroll systems, tax laws, and regulatory requirements.
- Excellent analytical and problem-solving abilities.
- Proficient in interpreting data and generating actionable insights.
- Strong communication and interpersonal skills, with the ability to engage effectively with stakeholders at all levels.

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Company Description