



## 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**

December 2nd, 2025 15:00

### 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.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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**Company Description**