



## PR/118611 | HR Assistant Staff

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1567517

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 27th, 2026 11:01

## General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Basic

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

HR Assistant Staff

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- To manage, check and revise daily attendance, leave and overtime data.
- Summary monthly / annual report
- To check or verify welfare requisition and collect all approval applications
- To process and manage welfare based on welfare regulation.
- To organize and coordinate of company activity as assigned.
- Create employee card and manage HR document job as assigned.
- Other HR work as requested

## Qualifications

- Bachelor's Degree in Business Administration or any related field.
- At least 1 year of working experience as HR
- Good command of both written and spoken in English TOEIC 550up)
- Computer literacy.
- Good personality, human relation skills and teamwork oriented.
- Strong service mind, good interpersonal skill, communication & coordination skills with ability to work under pressure.

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## Company Description