



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

Job Description

- 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