



PR/118613 | HR Assistant Staff (Visa / Work Permit)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1567519

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 13th, 2026 08:00

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 (Visa/Work Permit)

Responsibilities

- Manage the end-to-end process of securing and renewing work permits.
- Maintain and oversee expatriate records, including data related to their families.
- Handle processes related to overseas assignments and business trips.
- Review and verify welfare requisitions for international business activities.
- Organize and coordinate company events and activities as assigned.
- Perform other HR-related tasks as required.

Qualifications

- Bachelor's degree in Business Administration or a related field.
- Minimum of 1 year of experience in visa and work permit management.
- Strong proficiency in both written and spoken English (TOEIC score 550+).
- Computer literate with good command of MS Office applications.
- Pleasant personality with strong interpersonal and teamwork skills.
- Service-minded, with excellent communication and coordination abilities.
- Ability to work effectively under pressure.

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Company Description