



JAC Recruitment

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JAC Recruitment Thailand

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.

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