



PR/118689 | HR Staff

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1569742

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 23rd, 2026 01:00

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

**OVERVIEW**

The Company is Japanese, now seeking for an experienced candidate to join as

HR Payroll Admin Staff (Workplace around BTS Chongnonsri, Bangkok)

Position: HR Payroll Admin Staff

Location: BTS Chongnonsri, Bangkok

Business: Trading

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

## JOB RESPONSIBILITIES

- Oversee HR, payroll, general administration, and coordination activities.
- Manage payroll processes, including salary disbursement and bank coordination.
- Calculate personal income tax and ensure compliance with Thai tax regulations.
- Coordinate with external accounting firms on payroll and tax matters.
- Administer social security, provident fund, and other statutory benefits.
- Support visa and work permit applications, renewals, and related reporting for expatriates and their families.
- Ensure adherence to local labor laws and tax requirements.
- Maintain accurate employee records and provide HR administrative support.
- Communicate effectively in English with regional and global stakeholders.
- Assist expatriates with lifestyle support and provide recommendations.
- Manage office operations, including drivers, housekeeping staff, company vehicles, and office supplies.
- Arrange appointments, travel schedules, and bookings for flights, hotels, and transportation.
- Oversee office facilities, parking, building maintenance, and equipment upkeep.
- Perform other related tasks as assigned.

## JOB REQUIREMENTS

- This position, salary around 20,000 - 35,000 THB
- Can start working immediately will be advantage.
- Graduate in institution of education level, bachelor's degree or higher in English or other related fields.
- Experience over 4 years' experience in HR, Payroll, GA
- Ability to communicate in English with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Strong knowledge of Thai tax law and payroll regulations.
- Experience in payroll processing, tax calculation, and HR administration.
- Familiarity with social security (SSO), provident fund (PVD), and work permit procedures.
- Ability to coordinate with banks and external accounting firms.
- Able to travel to work around BTS Chongnonsri, Bangkok

**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