



PR/118803 | HR Executive

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1572277

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

HR EXECUTIVE

Salary : 30-40K

Location : Bangkok

Key Responsibilities

- Oversee the full recruitment lifecycle and coordinate closely with Head Office HR.
- Manage employee relations, including grievances, engagement activities, and wellness programs.

- Administer onboarding and offboarding processes.
- Maintain attendance records, HR documentation, and assist with performance appraisal processes.
- Coordinate payroll-related support, Social Security registration, PND filings, and ensure statutory compliance.
- Ensure adherence to Thai labor laws and company policies, including localization and maintenance of the employee handbook.
- Manage office administration, including facilities, vendors, assets, and office supplies.
- Ensure workplace safety and compliance with health and safety regulations.
- Provide support for business travel arrangements, meetings, and office events.
- Assist with work permit and related processes for expatriate employees.

Job Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related discipline.
- 2–5 years of experience in HR operations and office administration; experience in Thailand is an advantage.
- Solid understanding of Thai labor laws, Social Security Office (SSO) requirements, and PND filings.
- Hands-on experience in recruitment, onboarding, employee relations, and attendance management.
- Strong coordination, communication, and interpersonal skills.
- High level of discretion and professionalism in handling confidential employee matters.
- Proficiency in MS Office and HR systems.
- Excellent organizational skills with the ability to multitask effectively.
- Fluency in Thai with working proficiency in English.

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