



## PR/119144 | HR Executive

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1580417

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

March 17th, 2026 05:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**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

#### Responsibilities

- Support recruitment activities including job posting, candidate screening, interview coordination, and onboarding preparation.
- Assist with monthly payroll by collecting and verifying attendance, leave, OT, and employee changes.
- Maintain accurate employee records, personnel files, contracts, and HR database updates.
- Prepare HR documents such as employment letters, contracts, confirmations, and transfers.
- Provide basic HR and payroll support to employees in a professional, service-minded manner.
- Coordinate onboarding and offboarding with internal teams such as Admin, IT, and Finance.
- Support HR reporting, data tracking, and administrative tasks including filing and documentation.
- Assist in HR activities and projects such as engagement events, training coordination, and process improvements.

#### Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related fields.

- New graduates are strongly encouraged to apply; 0–2 years HR or admin experience is an advantage.
- Good communication skills in Thai and English.
- Strong attention to detail and accuracy, especially when handling data and documents.
- Good organizational, coordination, and time-management skills.
- Proficient in Microsoft Office, especially Excel.
- Service-minded, professional, and able to maintain confidentiality.
- Eager to learn, proactive, and able to work well in a team-oriented environment.

**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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

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## Company Description