



PR/119323 | HR

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1583926

Industry

Amusement, Entertainment

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 30th, 2026 02:00

General Requirements

Minimum Experience Level

Over 3 years

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

Location : Bangkok (Thonglor)

Working : Mon-Fri (9AM-6PM)

Salary : 30,000 THB

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Payroll Management

- Support the HR Manager with monthly payroll preparation and processing.
- Verify accuracy of salaries, allowances, deductions, and ensure compliance with labor regulations.

Recruitment & Onboarding

- Assist with recruitment tasks such as posting job ads, coordinating candidates, and scheduling interviews.
- Help manage onboarding activities, including orientation sessions and required documentation.

Employee Relations & HR Administration

- Respond to HR-related queries from around 60 employees.
- Keep employee records and HR databases updated.
- Draft HR documents such as contracts, letters, and reports.

Visa & Work Permit Assistance

- Provide administrative support for Japanese staff regarding visa and work permit applications.
- Liaise with external agencies when needed.

General HR Support

- Help the HR Manager implement HR policies and procedures.
- Contribute to HR projects focused on employee engagement and company events.

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>

Company Description