



PR/119346 | HR Staff

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1584429

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 9th, 2026 05:00

## 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

**OVERVIEW**

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

HR GA Staff (Workplace around Chacheonsao)

Position: HR GA Staff

Location: Bangpakong, Chacheongsao

Business: Food Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.00 PM, 1 Saturday per month

## JOB RESPONSIBILITIES

- Oversee HR operations, provide support for HRM functions, including payroll, performance evaluations, benefits administration, and social security processes.
- Organize, coordinate, and execute employee training programs.
- Manage end-to-end recruitment activities and oversee onboarding for new hires.
- Maintain accurate employee records and assist with employee relations matters.
- Support welfare initiatives and handle general administrative tasks.
- Work closely with management to ensure compliance with labor laws and internal policies.
- Perform additional HR duties as assigned.
- Other tasks as assigned.

## JOB REQUIREMENTS

- This position, salary range around 23,000 - 30,000 THB
- Graduate in institution of education level, bachelor's degree or higher in any related fields.
- HR Experience over 4 years' experience in Factory business.
- Strong knowledge of payroll, recruitment, and labor law compliance.
- Ability to communicate in English with foreign boss.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work at Bangpakong, Chacheongsao

**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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