



PR/119857 | Admin & HR Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1599087

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 10:50

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

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

Admin & HR Officer (Workplace around BTS Saladaeng, Bangkok)

Position: Admin & HR Officer

Location: BTS Saladaeng or MRT Silom, Bangkok

Business: Trading

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

JOB RESPONSIBILITIES

- Working in small office condition. Oversee Admin, GA, HR, payroll, general administration, and coordination activities, complete these duties independently.
- Provide general administrative support to management and staff to ensure smooth daily operations.
- Coordinate with building management, vendors, and service providers for office maintenance, security, cleaning, travel & arrangements and IT telecom services.
- Manage office supplies, equipment, and facilities.
- File and maintain company documents, agreements, contracts.
- Prepare HR documentation for new hires.
- Coordinate onboarding essentials such as PC, business cards, company seal, SIM card for new employees.
- Coordinate with agencies for visa and work permit applications of new expats employee and ensure compliance with immigration requirements including 90 days stay reports and validity monitoring.
- Coordinate employee welfare programs such as medical check-up, vaccinations, health insurance, and Provident Fund.
- Maintain employee records leave documentation and HR databases
- Managing the schedule for submitting approval requests to the head office in Japan.
- Manage Social Security Office (SSO) tasks: new employee registration, monthly submissions, resignation updates, and handling Kor Tor 20/26 forms.
- Assist with general recruitment tasks as needed.
- Payroll processes including staff data preparation, salary calculation, bank transfers, and issuance of salary slips.
- Support expatriates with housing matters including apartment contracts, deposit returns, temporary accommodation, rental payments, and expense claims.
- Manage overall office administration: business cards, uniforms, hotel reservations, office supplies, drinking water service, courier services, signboard tax, copying machine maintenance, and safety training coordination.
- Oversee company vehicle operations: contracts, maintenance, parking, insurance, car wash packages, vehicle delivery, spare key management, highway tolls, and Easy Pass.
- Coordinate driver-related tasks such as overtime, scheduling, payments, medical checks, leave management, contract handling, and recruitment.
- Administer office maid service contracts.
- Other tasks as assigned.

JOB REQUIREMENTS

- This position, salary range around 25,000 - 30,000 THB
- Long-term working commitment and job stability.
- Graduate in institution of education level, bachelor's degree or higher in English, Accounting or other related fields.
- Experience over 3 years' experience in HR, 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
- Able to travel to work around BTS Saladaeng, MRT Silom, Bangkok

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Company Description