



PR/120062 | Payroll Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1603121

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 13:00

General Requirements

Minimum Experience Level

Over 6 years

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

Payroll Manager

Location: Bangkok

Responsibilities

- Manage the end-to-end payroll process for all employees, ensuring payroll accuracy, compliance, and timely payment.
- Handle payroll-related statutory submissions, including Social Security Fund, Personal Income Tax (PND.1, PND.1 Kor), Student Loan Fund (SLF), Provident Fund, Workmen Compensation Fund, and other legal requirements.
- Manage and review payroll data, including employee movements, salary adjustments, annual increments, bonuses,

promotions, and transfers.

- Maintain employee and payroll data through HRIS, including leave administration, ensuring accuracy, integrity, and confidentiality.
- Coordinate with HR, Finance, auditors, and external authorities on payroll, taxation, compliance, and audit matters.
- Prepare payroll, headcount, remuneration, and management reports.
- Provide guidance to employees and management on payroll, tax, and statutory compliance matters.
- Drive payroll process improvements to enhance efficiency, accuracy, and internal controls.
- Report payroll operations, issues, and compliance risks to the Head of HR.

Qualifications

- Bachelor's Degree in Business Administration, Human Resources, Accounting, Finance, or related fields.
- At least 8 years of progressive experience in payroll management.
- Solid experience in end-to-end payroll operations, including payroll processing, compliance, reporting, and employee benefits administration.
- Strong knowledge of payroll regulations, taxation, labor laws, and statutory requirements.
- Good command of both Thai and English, with strong written and verbal communication skills.
- Experience working with payroll systems. (Humanica , TigerSoft etc.)
- Strong analytical, problem-solving, communication, and stakeholder management skills.
- Ability to work independently, manage multiple priorities, and perform effectively under pressure.
- High level of accuracy, integrity, and attention to detail.

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Company Description