

PR/120129 | Assistant

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1604901

Industry
Retail

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
October 20th, 2026 17:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Basic Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

HR Assistant

Location: Samutprakarn

Salary: THB 20,000 – 25,000 per month
Company: International Manufacturing Company

Position Summary

We are seeking a proactive and detail-oriented HR Assistant to support daily HR administration and employee coordination activities at our manufacturing plant. The HR Assistant will provide support in employee onboarding, attendance monitoring, interview coordination, HR documentation, benefits administration, and general facility-related matters. This position does not handle confidential employee relations or strategic HR matters.

Key Responsibilities

HR Administration

- Prepare and maintain employee records and HR documentation.
- Support new employee onboarding processes, including document preparation and orientation arrangements.
- Coordinate employee enrollment in group insurance and other employee benefits.
- Process and update employee information in HR systems.
- Assist with offboarding processes and remove resigned employees from relevant systems and databases.

Recruitment Coordination

- Coordinate interview schedules between candidates and hiring managers.
- Arrange interview appointments and meeting logistics.
- Follow up with line managers regarding interview feedback and recruitment status.
- Communicate with candidates regarding interview dates, times, and necessary information.

Attendance & Time Management

- Monitor employee attendance, overtime (OT), and fingerprint scanning records.
- Maintain attendance reports and follow up on discrepancies.
- Generate basic HR reports using Microsoft Excel.

Employee Support & Facilities Coordination

- Assist employees with HR-related administrative inquiries.
- Coordinate facility-related matters within the manufacturing plant.
- Support employee welfare activities and general HR operations.
- Act as a liaison between employees, supervisors, and HR team members.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Psychology, or related fields.
- Open to fresh graduates or candidates with up to 1 year of work experience.
- Prior experience in a manufacturing environment is an advantage; fresh graduates with a genuine interest in pursuing a career in the manufacturing industry are welcome to apply.
- Intermediate of spoken and written English; able to communicate with international stakeholders.
- Good interpersonal and communication skills.
- Observant, proactive, and detail-oriented.
- Able to work independently and manage multiple tasks simultaneously.
- Proficient in Microsoft Office, especially Excel (VLOOKUP and basic reporting functions).
- Experience with attendance systems, fingerprint scanning systems, HR administration, or workforce coordination is an advantage.

- Positive attitude and willingness to learn.
- Must own a personal vehicle and possess a valid driver's license, as company transportation is not provided.

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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Company Description