JAC Recruitment

タイの求人なら
JAC Recruitment Thailand

PR/120542 | Japanese Speaking HR & Admin Officer

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1616084

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
October 20th, 2026 08:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Working Hours: Monday - Friday, 8:00 AM - 5:00 PM

Responsibilities:
-Handle visa, work permit, and immigration-related processes for expatriates and their families.
-Support expatriate relocation, housing arrangements, and daily life administration.
-Assist with personal income tax (PIT) and related HR documentation.
-Provide HR, administration, interpretation, and employee support services.
-Coordinate with government authorities, external vendors, and the headquarters in Japan.
-Support general affairs activities, business travel arrangements, and company events.

Qualifications:
-Bachelor's degree in Japanese, Business Administration, Human Resources, or a related field.
-Fluent in both Japanese and English communication.
-JLPT N2 or higher and TOEIC score of at least 600.
-Minimum 3 years of experience in HR & Administration, Japanese Coordinator, Japanese Support, or Interpreter roles.
-Experience supporting HR, Administration, or Japanese management is highly preferred.
-Hands-on experience in visa and work permit procedures for expatriates.
-Knowledge of personal income tax (PIT) calculation and HR-related documentation.

-Strong organizational skills with excellent attention to detail.
-Able to manage multiple tasks effectively and work independently.

Benefits:
-Housing Allowance
-Meal Allowance
-Health Insurance
-Diligence Allowance
-Provident Fund
-Company Trip
-Annual Leave and Vacation Benefits
-Company Transportation (Shuttle Bus)
-Annual Bonus

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