

PR/120675 | (Ploy, Arm) HR Staff

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1621196

Industry
Retail

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

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General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Daily Conversation 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 Admin Staff (Workplace around BTS Ekkamai, Bangkok)

Position: HR Admin Staff

Location: BTS Ekkamai, Bangkok

Business: Trading , Machine

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 30,000 - 35,000 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 4 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 Ekkamai, Bangkok

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