

PR/120827 | HR Staff

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1623948

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:22

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business 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 Staff (Workplace around BTS Chongnonsri, Bangkok)

Position: HR Staff

Location: BTS Chongnonsri or BTS Saladaeng, Bangkok

Business: Logistics

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

JOB RESPONSIBILITIES

- Handle overall loops in HR, Admin related HR tasks.
- Support HR team in overall scopes.
- Handle welfare and benefits for staff, compensation and benefits, health insurance, annual company health check-up.
- HR legal & compliance, handle corporate work and documentation of companies, manage regulations.
- Support HRIS and payroll support.
- Data analysis, summary report in related HR work.
- Office management, maintain office facilities, deal with employee troubles.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 25,000 - 28,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Over 3 years' experience in HR, Compensation & Benefits, Welfare, HRIS
- 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 Chongnonsri or BTS Saladaeng, 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