



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/117314 | HR Representative

募集職種

人材紹介会社

ジェイエイシーリクルートメント タイランド

求人ID

1542513

業種

ITコンサルティング

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年05月27日 10:55

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

HR and General Admin (Workplace around Ramkhamhaeng University)

Position: HR and General Admin

Location: Ramkhamhaeng 21, Hua Mak, Bang Kapi, Bangkok

Business: Warehouse Retail Outsourcing Service

Working hour: Monday – Friday, 8.00 AM – 17.00 PM (WFH 1-2 days per week)

JOB RESPONSIBILITIES

- Handle overall loops in HR, Admin related HR tasks, Main in payroll.
- All salary payment processes, confirm attendance days, overtime hours, business trip days, calculation of various allowances and Social Security Fund and provision retirement.
- Calculating PND1 (tax), submitting reports to social insurance funds, and managing welfare pension funds and student loan funds.
- Recruitment activities, recruitment of part-time staff and full-time staff, conducting interviews and reporting results, making employment agreements, orientation for new employees.
- Arrangements for staff health checkups, support welfare and benefits staff.
- Support for arranging company recreation activities.
- Management of paid annual leave and sick leave days for staff.
- Making warning letters to employees only when necessary.
- When labour issues arise, consult with a human resources consultant and report to the general manager.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 30,000 - 45,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Over 4 years' experience in HR, Payroll, Compensation and benefits
- Ability to communicate in English with foreigners.
- Able to communicate and write emails in English.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Ramkhamhaeng 21, Hua Mak, Bang Kapi, BKK

会社説明