



PR/117550 | HR&Admin

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

1549402

業種

その他（商社）

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08月05日 18:00

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 Admin Staff (Workplace at BTS Saladaeng, MRT Silom, BKK)

Position: HR Admin Staff

Location: BTS Saladaeng, MRT Silom, BKK

Business: Trading

Working hour: Monday – Friday, 8.00 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in HR, HRM, HRD, GA Admin.
- Handle HR Admin tasks in small company.
- Handle Payroll, Training, and HR operation tasks.
- Doing payroll following company policies and Thai legal standards.
- Handle training programs for employees, manage employee onboarding, orientation, and training programs.
- Handle the recruitment process
- Handle welfare and benefits for staff, compensation and benefits, health insurance.
- Doing visa, work permit, 90 days report for expats.
- Coordinating with external department: Social Security Fund, Thai Labour Law, VISA and Work Permit, Department of Skill Development, The Revenue Department and etc.
- Support Admin.
- Purchasing office suppliers, office facility control.
- Manage travelling arrangement, booking flight, booking hotel, booking car, reimbursement.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 25,000 - 32,000 THB
- Graduate in institution of education level, bachelor's degree or higher in any related field.
- Over 2-3 years' experience in HR, Admin, Payroll
- Able to do payroll.
- Knowledge in Thai labour law.
- Accept to work in overall tasks in small size company
- 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 Saladaeng, MRT Silom, BKK

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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会社説明