



PR/117789 | HR and Admin (English OR Japanese speaking)

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

1553873

業種

レストラン・フードサービス

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 10:35

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

HR & Admin position

Location: Bangkok – Silom (Accessible by MRT/BTS)

Industry: Food & Beverage / Food Manufacturing

Working hours: Monday – Friday 8:30 – 17:30 PM.

Key Responsibilities:

Administrative Duties:

- Manage office supplies and inventory control.
- Oversee facility management and maintenance.

- Handle legal affairs and ensure compliance with relevant regulations.
- Administer employee benefits and welfare programs.
- Support general office operations and coordination.

Human Resources Duties:

- Manage recruitment processes including job postings, interviews, and onboarding.
- Maintain employee records and HR databases.
- Monitor attendance, leave, and labor compliance.
- Assist in performance management and employee relations.
- Develop and implement HR policies and procedures.

Policy & Procedure Development:

- Collaborate with management to establish company rules and operational procedures.
- Ensure documentation and communication of policies across departments.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum 3–5 years of experience in HR and administrative roles, preferably in the food industry.
- Strong knowledge of labor laws and HR best practices.
- Excellent communication and interpersonal skills.
- Ability to work independently and proactively.
- Proficiency in English or Japanese (spoken and written).
- Experience in policy development and organizational setup is a plus.

Welfare:

- Group medical insurance
- Social security
- Perfect Attendance
- Performance-Based / Profit-Based Bonus
- Yearly salary adjustments

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