



PR/118611 | HR Assistant Staff

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

1567517

業種

自動車・自動車部品

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

2026年01月13日 08:00

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

日本語レベル

無し

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 Assistant Staff

Job Description

- To manage, check and revise daily attendance, leave and overtime data.
- Summary monthly / annual report
- To check or verify welfare requisition and collect all approval applications
- To process and manage welfare based on welfare regulation.
- To organize and coordinate of company activity as assigned.
- Create employee card and manage HR document job as assigned.
- Other HR work as requested

Qualifications

- Bachelor's Degree in Business Administration or any related field.
- At least 1 year of working experience as HR
- Good command of both written and spoken in English (TOEIC 550up)
- Computer literacy.
- Good personality, human relation skills and teamwork oriented.
- Strong service mind, good interpersonal skill, communication & coordination skills with ability to work under pressure.

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