



PR/118613 | HR Assistant Staff (Visa / Work Permit)

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

1567519

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

2025年12月16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 (Visa/Work Permit)

Responsibilities

- Manage the end-to-end process of securing and renewing work permits.
- Maintain and oversee expatriate records, including data related to their families.
- Handle processes related to overseas assignments and business trips.
- Review and verify welfare requisitions for international business activities.
- Organize and coordinate company events and activities as assigned.
- Perform other HR-related tasks as required.

Qualifications

- Bachelor's degree in Business Administration or a related field.
- Minimum of 1 year of experience in visa and work permit management.
- Strong proficiency in both written and spoken English (TOEIC score 550+).
- Computer literate with good command of MS Office applications.
- Pleasant personality with strong interpersonal and teamwork skills.
- Service-minded, with excellent communication and coordination abilities.
- Ability to work effectively 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