



PR/118689 | HR 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

1569742

業種

その他

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23日 10:31

#### 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

ネイティブ

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 Payroll Admin Staff (Workplace around BTS Chongnonsri, Bangkok)

Position: HR Payroll Admin Staff

Location: BTS Chongnonsri, Bangkok

Business: Trading

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

## JOB RESPONSIBILITIES

- Oversee HR, payroll, general administration, and coordination activities.
- Manage payroll processes, including salary disbursement and bank coordination.
- Calculate personal income tax and ensure compliance with Thai tax regulations.
- Coordinate with external accounting firms on payroll and tax matters.
- Administer social security, provident fund, and other statutory benefits.
- Support visa and work permit applications, renewals, and related reporting for expatriates and their families.
- Ensure adherence to local labor laws and tax requirements.
- Maintain accurate employee records and provide HR administrative support.
- Communicate effectively in English with regional and global stakeholders.
- Assist expatriates with lifestyle support and provide recommendations.
- Manage office operations, including drivers, housekeeping staff, company vehicles, and office supplies.
- Arrange appointments, travel schedules, and bookings for flights, hotels, and transportation.
- Oversee office facilities, parking, building maintenance, and equipment upkeep.
- Perform other related tasks as assigned.

## JOB REQUIREMENTS

- This position, salary around 20,000 - 35,000 THB
- Can start working immediately will be advantage.
- Graduate in institution of education level, bachelor's degree or higher in English or other related fields.
- Experience over 4 years' experience in HR, Payroll, GA
- Ability to communicate in English with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Strong knowledge of Thai tax law and payroll regulations.
- Experience in payroll processing, tax calculation, and HR administration.
- Familiarity with social security (SSO), provident fund (PVD), and work permit procedures.
- Ability to coordinate with banks and external accounting firms.
- Able to travel to work around BTS Chongnonsri, Bangkok

**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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>