



PR/118698 | 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

1569749

業種

ビジネスコンサルティング

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06日 03:00

応募必要条件

職務経験

6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

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

Key Responsibilities:

- Manage work permit and visa applications for foreign employees (including one expatriate MD).
- Ensure compliance with labor laws and maintain positive employee relations.
- Oversee recruitment activities, onboarding, and general HR administration.
- Handle office management tasks and support management in HR policy development.
- Prepare employment regulations, draft employment contracts, and formulate company policies and rules.
- Manage documentation for applications and submissions to relevant authorities.

Qualifications & Skills:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in HR and Administration within a manufacturing environment.
- Strong knowledge of work permit and visa processes, labor management, and recruitment.
- Familiarity with BOI-related procedures is an advantage.
- Experience in a newly established company or start-up environment is highly preferred.

- Proficiency in English (both written and spoken) is required.
- Excellent organizational and communication skills.

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