



PR/118803 | HR Executive

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

1572277

業種

物流・倉庫

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27日 07:00

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

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 EXECUTIVE

Salary : 30-40K

Location : Bangkok

Key Responsibilities

- Oversee the full recruitment lifecycle and coordinate closely with Head Office HR.
- Manage employee relations, including grievances, engagement activities, and wellness programs.

- Administer onboarding and offboarding processes.
- Maintain attendance records, HR documentation, and assist with performance appraisal processes.
- Coordinate payroll-related support, Social Security registration, PND filings, and ensure statutory compliance.
- Ensure adherence to Thai labor laws and company policies, including localization and maintenance of the employee handbook.
- Manage office administration, including facilities, vendors, assets, and office supplies.
- Ensure workplace safety and compliance with health and safety regulations.
- Provide support for business travel arrangements, meetings, and office events.
- Assist with work permit and related processes for expatriate employees.

Job Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related discipline.
- 2–5 years of experience in HR operations and office administration; experience in Thailand is an advantage.
- Solid understanding of Thai labor laws, Social Security Office (SSO) requirements, and PND filings.
- Hands-on experience in recruitment, onboarding, employee relations, and attendance management.
- Strong coordination, communication, and interpersonal skills.
- High level of discretion and professionalism in handling confidential employee matters.
- Proficiency in MS Office and HR systems.
- Excellent organizational skills with the ability to multitask effectively.
- Fluency in Thai with working proficiency in English.

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