



PR/119263 | Payroll 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

1582458

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03月17日 10:19

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

日常会話レベル

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

Job Description:

- Coordinate with clients to obtain and validate required data for payroll processing, including employee movements, incentive reports, and time attendance records.
- Process payroll calculations such as overtime and other employee-related expenses through the payroll system.
- Prepare payroll reports and related documentation in accordance with client requirements.
- Issue payroll service invoices and ensure timely delivery to clients within agreed timelines.
- Manage employment documentation, including employment contracts and social security registration.

Qualification:

- Bachelor's degree or higher in Human Resources, Business Administration, or related fields.
- Proven experience in Payroll, Tax.
- Ensure payroll processes are compliant with social security regulations and related statutory requirements.
- Ability to plan, multi-task and manage time effectively.
- Strong knowledge of Thai labor law and HR compliance.
- Strong analytical thinking and problem-solving abilities.
- Advanced proficiency in Microsoft Excel and Power BI for HR data analysis, reporting, and dashboard development.
- Good command of English (TOEIC 550+ or equivalent).
- Maximum age : 28 years.
- Location site : Minburi and Lat Krabang

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