



PR/119323 | HR

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

1583926

業種

アミューズメント・エンターテインメント

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06月02日 04:00

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

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

Location : Bangkok (Thonglor)

Working : Mon-Fri (9AM-6PM)

Salary : 30,000 THB

JD

Payroll Management

- Support the HR Manager with monthly payroll preparation and processing.
- Verify accuracy of salaries, allowances, deductions, and ensure compliance with labor regulations.

Recruitment & Onboarding

- Assist with recruitment tasks such as posting job ads, coordinating candidates, and scheduling interviews.
- Help manage onboarding activities, including orientation sessions and required documentation.

Employee Relations & HR Administration

- Respond to HR-related queries from around 60 employees.
- Keep employee records and HR databases updated.
- Draft HR documents such as contracts, letters, and reports.

Visa & Work Permit Assistance

- Provide administrative support for Japanese staff regarding visa and work permit applications.
- Liaise with external agencies when needed.

General HR Support

- Help the HR Manager implement HR policies and procedures.
- Contribute to HR projects focused on employee engagement and company events.

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>

会社説明