



PR/119267 | HR Specialist

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

1584423

業種

レストラン・フードサービス

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05月12日 05:00

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

ビジネス会話レベル

日本語レベル

基礎会話レベル

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 Specialist

Salary: 50,000 – 60,000 THB/Month

Location: Bangkok

Working Hours: 8.30 – 17.30

Key Responsibilities:

General HR Operations:

- Administer payroll processes accurately and on time.
- Manage recruitment and onboarding activities.

- Handle employee relations and provide support to staff and management.
- Ensure compliance with Thai labor laws and offer guidance on legal requirements.
- Prepare and maintain HR documentation, reports, and records.
- Serve as a point of contact between employees and management for HR-related matters.
- Develop and implement HR evaluation systems and company policies.
- Design and manage training programs to support employee development.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in HR system setup, policy development, and training initiatives.
- Strong knowledge of HR operations, including payroll, recruitment, and employee engagement.
- Solid understanding of Thai labor law and compliance requirements.
- Excellent communication and interpersonal skills with the ability to influence and collaborate across all levels of the organization.
- Good command of English (spoken and written); Japanese language skills preferred.

Benefits:

- Bonus
- Perfect Attendance
- Health Insurance
- Annual health check up

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