



PR/119346 | HR 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

1584429

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04月28日 14:00

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

HR GA Staff (Workplace around Chacheonsao)

Position: HR GA Staff

Location: Bangpakong, Chacheongsao

Business: Food Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.00 PM, 1 Saturday per month

JOB RESPONSIBILITIES

- Oversee HR operations, provide support for HRM functions, including payroll, performance evaluations, benefits administration, and social security processes.
- Organize, coordinate, and execute employee training programs.
- Manage end-to-end recruitment activities and oversee onboarding for new hires.
- Maintain accurate employee records and assist with employee relations matters.
- Support welfare initiatives and handle general administrative tasks.
- Work closely with management to ensure compliance with labor laws and internal policies.
- Perform additional HR duties as assigned.
- Other tasks as assigned.

JOB REQUIREMENTS

- This position, salary range around 23,000 - 30,000 THB
- Graduate in institution of education level, bachelor's degree or higher in any related fields.
- HR Experience over 4 years' experience in Factory business.
- Strong knowledge of payroll, recruitment, and labor law compliance.
- Ability to communicate in English with foreign boss.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work at Bangpakong, Chacheongsao

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