



PR/120059 | HR & General Affairs Officer (Japanese Speaking N2 or above)

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

1603118

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07月21日 11:08

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

ビジネス会話レベル

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 & General Affairs Officer (Japanese Speaking N2 or above)

Industry: Food & Beverage / Restaurant

Location: Bangkok

Working Hours: Monday – Friday, 9:00 AM – 6:00 PM

Salary: 45,000 – 60,000 THB/month

Key Responsibilities:

Human Resources:

- Manage and process monthly payroll for both head office and restaurant employees.
- Oversee employee onboarding, orientation, and offboarding processes.
- Monitor attendance records, leave administration, and employee data management.
- Support recruitment activities and coordinate hiring processes as needed.
- Administer employee benefits, welfare programs, and social security matters.
- Ensure compliance with Thai labor laws and employment regulations.
- Develop and implement HR policies, procedures, and best practices.
- Support employee relations and address HR-related inquiries.

General Affairs & Administration:

- Manage office administration and daily operational support.
- Handle company documentation, licenses, contracts, and official records.
- Coordinate with government authorities and external service providers.
- Manage visa and work permit applications and renewals for foreign employees.
- Facilitate communication and reporting to the Japanese headquarters.
- Establish efficient administrative systems and workplace procedures.
- Support business operations by maintaining a well-organized and productive work environment.

Organizational Development:

- Build and strengthen HR and administrative functions from the ground up.
- Recommend and implement improvements to HR processes and operational workflows.
- Support company growth initiatives and organizational development activities.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Business-level Japanese proficiency (JLPT N2 or above).
- At least 3 years of experience in Human Resources, General Affairs, Recruitment, or Labor Management.
- Knowledge of Thai labor laws and HR practices.
- Experience handling payroll, attendance management, and employee administration.
- Strong communication, coordination, and problem-solving skills.
- Proficiency in Microsoft Office applications.
- Experience establishing or improving HR and administrative functions.
- Experience in the retail, restaurant, hospitality, or service industry.
- Knowledge of payroll software and HR management systems.
- Experience in the food & beverage or restaurant business is highly preferred.
- Experience handling visa and work permit processes for expatriates.

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