



タイの求人なら
JAC Recruitment Thailand

PR/120542 | Japanese Speaking HR & Admin Officer

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

1616084

業種

その他（メーカー）

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10月06日 10:32

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

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

Working Hours: Monday - Friday, 8:00 AM - 5:00 PM

Responsibilities:

- Handle visa, work permit, and immigration-related processes for expatriates and their families.
- Support expatriate relocation, housing arrangements, and daily life administration.
- Assist with personal income tax (PIT) and related HR documentation.
- Provide HR, administration, interpretation, and employee support services.
- Coordinate with government authorities, external vendors, and the headquarters in Japan.
- Support general affairs activities, business travel arrangements, and company events.

Qualifications:

- Bachelor's degree in Japanese, Business Administration, Human Resources, or a related field.
- Fluent in both Japanese and English communication.
- JLPT N2 or higher and TOEIC score of at least 600.
- Minimum 3 years of experience in HR & Administration, Japanese Coordinator, Japanese Support, or Interpreter roles.
- Experience supporting HR, Administration, or Japanese management is highly preferred.
- Hands-on experience in visa and work permit procedures for expatriates.
- Knowledge of personal income tax (PIT) calculation and HR-related documentation.

- Strong organizational skills with excellent attention to detail.
- Able to manage multiple tasks effectively and work independently.

Benefits:

- Housing Allowance
- Meal Allowance
- Health Insurance
- Diligence Allowance
- Provident Fund
- Company Trip
- Annual Leave and Vacation Benefits
- Company Transportation (Shuttle Bus)
- Annual Bonus

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