

PR/120827 | 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
1623948

業種
物流・倉庫

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11月24日 10:22

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 Staff (Workplace around BTS Chongnonsri, Bangkok)

Position: HR Staff

Location: BTS Chongnonsri or BTS Saladaeng, Bangkok

Business: Logistics

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in HR, Admin related HR tasks.
- Support HR team in overall scopes.
- Handle welfare and benefits for staff, compensation and benefits, health insurance, annual company health check-up.
- HR legal & compliance, handle corporate work and documentation of companies, manage regulations.
- Support HRIS and payroll support.
- Data analysis, summary report in related HR work.
- Office management, maintain office facilities, deal with employee troubles.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 25,000 - 28,000 THB
- Graduate in institution of education level, bachelor’s degree or higher.
- Over 3 years’ experience in HR, Compensation & Benefits, Welfare, HRIS
- Ability to communicate in English with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Chongnonsri or BTS Saladaeng, Bangkok

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