

Join US!

Senior Officer (HR NON CHINA)

Responsibilities ;

- To recheck HR Monthly reports of non-China locations compared with HRIS within 5th of each month.
- To analysis HR-related information, including employee data, attrition, compensation & benefits, employees expenses claim and PMS.
- To coordinate with HR Locations for supporting Manager to update about HR policy, compensation & benefits, recruitment, employee relation activity and HR issues.
- Support internal HR communication within the organization.
- Update main points of labor law in each non-China locations and do the summary.
- Provide the monthly and yearly benefit summary report.
- Assist HR manager to attend the monthly meeting with HR non-China locations by location and prepare minutes of meeting.
- Assist HR Manager to review the policy and job grade of each non-China locations.
- To prepare documents for visa, work permit application, submit 90 days notification and other documents that related for BKK and Locations staff.
- Coordinate with HR location about HR activities.
- Initiate the systems or tools to support HR Non-China tasks.
- To perform other tasks as assigned

Qualifications ;

- Bachelor's Degree Major HR/Law/Business Administration or related field.
- At least 2-3 years working experience in Compensation & Benefits or any HR role.
- Good communication in both Thai and English.
- Able to use MS. Office well.
- Good interpersonal skills.
- Good attitude & Proactive.



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