We are looking for an

**Human Resources Payroll & Administrative Officer, based in Bangkok**

(Internal function-HR Assistant)

This position requires a multi-task person with a strong sense of confidentiality, honestly, accuracy, efficiency as well as a person who is at ease to communicate with others.

The key duties of this position are to handle payroll & benefits, monthly/annual staff taxation reports, attendances, and other HR administrative duties. Other day-to-day tasks involve maintaining HR personal information accurately, answering generic benefits and tax questions to staff in compliance with laws, internal policies, agreements and other legal requirements in a professional and discreet manners. The goal will be to provide excellent assistance and support to staffs and managers.

**He/she will be responsible for:**

- Administer payroll and maintaining employee records (100 persons+), internal & external reports;
- Maintain employee records (attendances, personal folders, etc.) according to policy and legal requirements into specific HR software;
- Performs all HR secretarial and administrative duties
- Draft and type correspondence in English and in Thai independently
- Support the development and implementation of HR initiatives and systems
- Maintains employee confidence and protects operations by keeping human resource information confidential
- Maintains quality service by following organization standards.
- Maintains technical knowledge by attending educational workshops; reviewing publications.
- Contributes to team effort by accomplishing related results as needed.

**Experience**

- At least 2 years of proven experiences as HR administrative and/or payroll supports
- BS degree in Human Resources or related field
- Good communication skills in both English and Thai
- Proficient in MS Office; knowledge of HRMS is a plus
- Capacity of managing information confidentially

**Profile**

- Adequate organizational and time-management abilities
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Solid understanding of local labour law and taxes legislations
- Strong ethics and reliability

Interested Thai citizens are requested to submit their comprehensive CV, letter of motivation in **English** as well as diploma transcript(s) and salary expectations, by email only to: **ban_recruitment_services@icrc.org** (specify position name at your email title)

**Attn: Human Resources**

The closing date for the post will be: **8 November 2018**

Kindly note that only short-listed candidates will be notified for the interview + test.