

Be the Next Bridge to the Future

As a core company in the Toyota Tsusho Group's electronics business, we were established in April 2005 as an offshore location for in-Vehicle embedded software. We have been growing steadily and expanding our business into various fields such as sales of car-mounted electronic devices (parts and semiconductors) and development and distribution of contents for automobiles. The automobile market in ASEAN is expected to keep growing. In our company, both Thai and Japanese staff are every day making challenges in new markets, new business areas, and new technologies. Everyone at NEXTY Electronics is dedicated to making the company a driving force in the electronics industry by harnessing the collective capabilities of the group. Now, we are looking forward to welcome you to be our part.

Human Resources Officer

(Payroll Operation)

Job Description:

- Responsible for payroll operations for the company
- Prepare Payroll Report / Tax Report / Social Security Payment Report / Provident Fund Report
- Responsible for payment Voucher record for Accounting
- Other HR-Administration task upon senior or manager assignment

Qualifications:

- Female, Thai nationality, Age 25 – 30 years old.
- Bachelor's degree in Human Resource Management or related field.
- Experience 2 years in payroll system would be advantage.
- Good command communication both Thai and English.
- Good command of written and verbal in English
- Good command in Computer Literacy: Microsoft Office Excel, Power point, Word
- Have Accuracy skill and Punctuality skill
- Good personal relationship.
- Pro-active Response & decisive
- Can work under pressure.
- Able to work overtime.
- Multi-functional skills oriented.
- Japanese language skill will be advantage

Document required from candidate

- English Resume
- Photo 1 inch
- Copy of English Transcript
- Copy of identification card
- Copy of House Registration
- Copy of Military Certificate
- Any certificate such as TOEIC, JLPT, Etc.(If any)

Welfare & Benefits

- Working day Monday-Friday
- Overtime payment
- Bonus 2 times/year
- Provident fund 5%
- Dental insurance
- Health insurance
- Japanese language allowance
- Flexible working time
- Company Trip/ Company Sport day/ New Year Party
- Fitness Center
- Annual leave 7 days/year

Working Location

Head office at TOYOTA TSUSHO NEXTY ELECTRONICS (THAILAND) CO., LTD.

15th – 16th Floor, Mercury Tower, 540 Ploenchit Road, Lumpini, Pathumwan, Bangkok 10330
(BTS Chit Lom exit 4)

Further information, please contact:

Human Resources Department

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