



ST. THERESA INTERNATIONAL COLLEGE

Job Title: HR Officer

Salary: Negotiable

Job Description & Responsibility:

- Attend to the personnel's welfare, rules and regulations
- Attend to the Social Security Health Insurance of personnel
- Prepare documentation for Immigration / Visa applications
- Select suitable personnel to the assigned job position

Job Specification:

- Bachelors Degree in the related field
- Knowledgeable and understanding in the rules and regulations of the duties
- Microsoft Office computer skills
- Ability to converse in English language
- Thoughtful and friendly personality

Contact:

Please submit your application to mae@stic.ac.th and cc to hr@stic.ac.th and hre@stic.ac.th or contact our recruitment office at +66- 37-349933 – 6 Loc. 117.

Address:

1 Moo 6 Rangsit-Nakhon Nayok (Highway 305) Klong 14, Bungsan, Ongkarak, Nakhon Nayok 26120.