



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Job Opportunity

- Position: Human Resources Assistant
(This position is for a Thai national only)
- Department: Administration
- General: Shrewsbury International School Bangkok City Campus
- Key Responsibilities: The Human Resources Assistant will report to the Director of Business Services and work as part of the Human Resources function of the school. Key duties:
- to provide efficient administrative support and record keeping for the Human Resources function across all areas;
 - to maintain accurate and up-to-date data concerning the Human Resources database such as staff absence, fire evacuation list, child protection training records, staff contract progress, organisation chart, tax filing;
 - to assist in preparing and keeping track record of job descriptions, job advertisements, staff employment agreements, notices for contract renewal;
 - to assist in organising induction programmes for new staff, and police checks;
 - to assist with the control of Thai tax return process for international members;
 - to assist in dealing with staff benefits including accommodation, staff health matters, flights, etc.;
 - to assist in sourcing suitable candidates, dealing with media and recruitment agencies, arrange job interviews, undertaking reference checks, etc.;

- to liaise with government departments involving with HR function concerning tax, criminal record check, etc.;
- to raise standard letters of certification for staff members;
- to ensure the filing and digitalisation of documents is carried out in a timely and systematic manner;
- to conduct translation for staff both verbal and written;
- to promote equality treat all staff fairly;
- to deal with other ad-hoc duties as and when required.

Professional
Expectations:

The Human Resources Assistant will:

- have excellent language ability (written and spoken) in English and Thai;
- be tenacious in tackling targets and goals set;
- be energetic and self-motivated;
- possess good problem solving skills;
- be willing to learn and develop;
- have a flexible approach to work;
- possess a positive and “can-help” attitude;
- be polite, be professional and courteous at all times;
- be able to maintain strict confidentiality;
- be a team player capable of dealing with all members of the school community;
- demonstrate attention to detail and accuracy;
- good organisational skills.

Child
Safeguarding:

Shrewsbury International School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to

- attend in-house Child Safeguarding programmes;
- promote and safeguard the welfare of all children in the school
- report to the Child Protection Officer any concerns they have for the welfare of a child.
- keep professional relationships with children where personal

boundaries are respected and maintained

- seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding.

Requirements:

- Satisfactory Thai Police Criminal Record check
- Confirmation of identity
- Satisfactory references
- Verification of qualifications and work experience

How to Apply:

Applications will be only be accepted on the official Shrewsbury International School Application Form, which is available on the school website “Job Vacancies” page.

(<http://city.shrewsbury.ac.th/Current-Vacancies>)

Further Details:

Full details of the school are available on our website at city.shrewsbury.ac.th

Any queries should be forwarded to jobs-city@shrewsbury.ac.th.