

Internship Opportunity: **Recruitment & HR Operations Intern** at **Leaptalent Thailand**

JOB DETAILS & WORKING CONDITIONS

Job Title	Recruitment & HR Operations Intern
Company	LEAPTALENT (THAILAND) CO., LTD.
Work Location	Sinn Sathorn Tower, Krung Thon Buri Road, Bangkok (BTS Krung Thon Buri & Gold Line) Google Map: <u>Sinn Sathorn Tower</u>
Working Hours	Monday – Friday, 08:30 – 17:30 (On-site)
Internship Period	3 – 6 months (Flexible based on university curriculum / Co-op program)
Daily Allowance	THB 300 – 350 / working day (To be finalized upon offer)
Equipment Support	Personal laptop required (Monthly laptop allowance / depreciation subsidy provided)

ABOUT LEAPTALENT (THAILAND)

LEAPTALENT (THAILAND) CO., LTD. is an integrated HR Solutions and Workforce Management provider specializing in:

- **Workforce Outsourcing & Mass Staffing:** Providing end-to-end staffing, contractor management, and onsite workforce deployment across manufacturing, logistics, and corporate sites.
- **360° Talent Acquisition:** Managing full-cycle recruitment from mass volume hiring to corporate/back-office candidate search and contract negotiations.
- **HR Operations & Payroll Solutions:** Delivering comprehensive payroll processing, employment contract management, statutory compliance (SSO/labor regulations), and personnel administration.

ABOUT THE ROLE

In this role, you will gain hands-on, 360-degree exposure across both high-volume talent acquisition (Mass Recruitment) and corporate/back-office candidate sourcing, while building solid foundational knowledge in core HR operations, payroll documentation, and labor compliance.

KEY RESPONSIBILITIES

Talent Acquisition & Recruitment Operations

- Mass & Volume Recruitment: Assist in candidate sourcing across multiple channels, initial resume screening, candidate phone calls, interview scheduling, and preparing new-hire onboarding kits and employment contracts.
- Corporate & Back-Office Sourcing: Support talent mapping, candidate screening, and shortlisting for office, administrative, and specialized positions.
- Candidate Coordination & Pipeline Management: Act as a key coordinator throughout the candidate selection process, maintain applicant databases, and compile candidate evaluation profiles.

HR Operations & Payroll Administration

- Time & Attendance Tracking: Consolidate, cross-check, and verify daily and monthly employee attendance records.
- Pre-Payroll Support: Assist in compiling and verifying supporting documents for payroll processing and statutory workflows (e.g., Social Security Office - SSO registrations and terminations).
- Personnel Records Management: Organize and maintain physical and digital employee documentation to ensure confidentiality and compliance with data standards.

Site Expenses & General HR Administration

- Expense & Invoice Verification: Review, cross-check, and organize site-level expense claims, vendor invoices, and corporate billing documents.
- General HR Support: Provide administrative and operational assistance for ongoing HR tasks, internal projects, and team initiatives.

QUALIFICATIONS & REQUIREMENTS

Basic Qualifications:

- Currently pursuing a Bachelor's degree in Human Resource Management, Business Administration, English, Humanities, Social Sciences, or related fields.
- Good command of English and Thai (verbal and written communication).
- Proficiency in Microsoft Office (Excel, Word) and/or Google Workspace (Sheets, Docs).
- Strong attention to detail, accuracy, organizational skills, and a high standard of confidentiality.
- Proactive, enthusiastic, and comfortable communicating with candidates and team members at all levels.

Preferred Qualifications (Nice-to-Have):

- Conversational or business-level proficiency in Mandarin Chinese is an advantage.
- Prior experience in student activities, campus projects, customer coordination, or administrative roles.

WHAT YOU WILL GAIN

- **Dual Recruitment Expertise:** Hands-on experience in both fast-paced volume recruitment and corporate candidate sourcing.
- **Comprehensive HR Operations Foundation:** Practical exposure to pre-payroll workflows, employment contracts, attendance tracking, and labor compliance.
- **Dedicated Mentorship:** Direct coaching, feedback, and skill development from experienced HR professionals.
- **Internship Certification & Co-op Support:** Official documentation and evaluation support for university cooperative education programs.

Contact:

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