



We're hiring an  
**HR & Office Manager (m/f/d)**  
to support our Team in Bangkok

Your Role at Neos



**General & HR Administration:**  
You are the heart of our office and you love to support employees with all HR related topics.



**Organization:**  
You take care of meetings, phone calls, correspondence and travel bookings as well as planning events and conferences.



**Global Collaboration:**  
You appreciate in a multi-cultural team, split across three global locations.

#### HR tasks:

- Responsible for all Human Resources initiatives which include recruitment, on & off-boarding, employee relations, training & development, employee personal files, payroll, government report, absence management
- Handling of the recruitment process, HR procedures and guidelines according to company policy
- Planning, sourcing, reviewing, interviewing and placement of right candidates to ensure efficiency of manpower supply to the respective departments
- Prepare the necessary facilities such as communications, card access and email access for new hires
- Collaborate and coordinate with other departments to ensure a smooth and effective operation in the office

You at Neos

#### About Neos

Neos IT Services is a leading technology advisor to companies relying on business-critical platforms. Neos is a partner to major enterprises delivering digitization roadmaps, automated cloud infrastructure, application development platforms and Big Data platform optimization. With approximately 90 professional staff, Neos offers a full range of IT solution architecture including migration to cloud, Big Data, DevOps and Security.

#### What we offer

The greatest in Neos are our people! Imagine an exciting and stimulating position in a dynamic and multi-cultural environment of IT experts. You will have the opportunity to develop yourself and your career, working in multiple areas in a fun relaxed, professional environment. You will also have the opportunity to be innovative and think 'outside of the box'. We see ourselves as a family who helps each other and develops further together. Depending on each location, you'll also be able from different benefits.

#### Administration tasks:

- General administrative tasks
- Purchase of office supplies
- Reception of our clients, business partners and candidates
- Preparation, follow-up and administration of meeting rooms
- First point of contact for facility management
- Contact for internal colleagues on various matters and addressing employee's queries regarding office management issues
- Travel management
- Administration of company vehicles and mobile phone contracts
- Control and optimization of processes, documents and policies within the framework of office management
- Organization and execution of internal events (e.g. company outing, training courses)

#### 1. Academic Background

Bachelor's Degree or Master's Degree in Human Resource Management

#### 2. Professional Experience

Minimum of 5 years of Human Resource experience

#### 3. Required skill set

- Excellent Thai & English language skills and people management skills
- Demonstrable experience with HR metrics
- Thorough knowledge of labor laws
- Full understanding of all HR functions
- Good computer skills, especially MS Outlook, MS Word, MS Excel and MS PowerPoint
- Creative and confident in using modern technology and social media channels for employer branding purposes
- Detailed and structured way of working
- High communication and organizational skills
- Ability to work in a team and independently
- Ability of being cordial and amenable while remaining assertive
- Service oriented work-ethic and open minded personality
- A high degree of proactivity, flexibility, self-responsibility, reliability and a sense of humor

**If you believe you are the right person, please send your application  
via e-mail to Ann Modersitzki!**



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