

HR Manager

Job Title: HR Manager

Reports to: School Director

Department: Operations

Collaborates with: Operations Manager and Education Manager

Location: KKIS Mae Sot, Tak **Employment Type:** Full-Time **Start Date:** May 2025

School Website: <https://kkisschool.com/>

School Page: <https://www.facebook.com/kkis.mst/>



About the School:

KK International School (KKIS) is a newly established international school located near the Thai–Myanmar border. As we build our founding team and open our new campus, KKIS is committed to elevating educational standards by transitioning from the Thai national curriculum to the British international curriculum. We operate within a diverse cultural context, with a strong focus on academic excellence and discipline.

Position Summary:

The HR Manager leads all human resources functions at KKIS, ensuring compliance with Thai labor laws and alignment with school policies. The HR Manager supports the professional culture of the school, manages recruitment, contracts, staff benefits, and acts as the primary liaison with government agencies.

Staff and Employment Policy

- Act as the focal point to coordinate with the School Director to relay school policies and maintain up-to-date information.
- Coordinate or work as assigned by the School Director on recruitment processes and interview committees.
- Issue staff contracts and employment certificates as assigned.
- Maintain all staff filing in a professional and confidential manner.

Visa and Work Permit Management

- Coordinate and oversee all visa and work permit applications and renewals for staff and students.
- Track expiration dates and ensure timely submissions in compliance with immigration regulations.
- Guide staff through the visa and work permit process with clarity and accuracy.

Staff Benefits Administration

- Lead onboarding and orientation processes for new staff.
- Administer employee benefits, including social security, provident fund, and health insurance.
- Coordinate with the payroll team to ensure accurate salary data and benefit records.

- Manage staff Timesheet and Leave tracking
- Manage exit procedures, including staff clearance and exit interviews.

Staff Performance and Records Management

- Maintain updated and secure records of staff movements, contracts, and personal information.
- Manage annual performance evaluation procedures.
- Serve as the primary contact for staff and student accident insurance claims.

Administrative and Government Liaison Tasks

- Maintain an organized HR filing system (digital and physical).
- Compile monthly HR reports and work plans.
- Represent the school in dealings with government offices such as the Ministry of Education, Labor Office, Social Security, and Immigration.

School Collaboration and Professional Conduct

- Communicate effectively with school leadership and staff on HR matters.
- Participate in school meetings, policy reviews, and internal training.
- Uphold professional confidentiality and ensure ethical practices in all HR tasks.

Qualifications and Experience:

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field.
- Minimum 3–5 years of full-scope HR experience.
- Strong knowledge of Thai labor laws and visa/work permit processes.
- Fluent in Thai, good English communication skills; Burmese language an advantage.
- Strong organizational skills, attention to detail, and high integrity.

Skills and Competencies:

- Strong interpersonal and communication skills.
- Ability to prioritize and handle multiple tasks efficiently.
- High ethical standards and strong problem-solving abilities.
- Proficient in Microsoft Office Suite and Google Workspace.

How to Apply: Please submit your application to englishclubkkhr@gmail.com

Required Documents:

- Resume / CV
- Cover letter detailing your relevant experience
- Short self-introduction video