

Job Description: Human Resources (HR) Officer**School:** Kasalong Kids International School (KKIS)**Curriculum:** British Curriculum (EYFS and iPrimary)**Location:** Mae Sot, Tak Province, Northwestern Thailand (Thai-Myanmar Border)**Job Type and Start:** Full-time, starting July–August 2025**KASALONG KIDS**
International School**Unique Job Opportunity**

Kasalong Kids International School (KKIS) is a growing international school serving children in Mae Sot and surrounding Thai-Myanmar border communities. Currently expanding into a purpose-built campus, KKIS offers an inclusive, child-centered learning environment aligned with the British Curriculum.

We are seeking a dynamic and detail-oriented **Human Resources Officer** to join our operations team. This is a critical position supporting the recruitment, documentation, and welfare of our international and Thai staff. The role involves liaison with Thai government departments, monitoring HR processes such as work permits, visas, payroll, and attendance, and supporting a positive workplace culture.

Job Summary

The HR Officer will oversee human resource operations across the school, including:

- Coordination of recruitment and onboarding
- Government liaison for Non-B visas, Work Permits and School Staff Registration
- Social Security(SSO) and Insurance Registrations of Staff
- Payroll and Leave Management Support
- HR Compliance, Documentation, and Staff Recordkeeping
- Support for International and Local Staff Welfare
- Basic IT support for HR Records and Reporting

Key Responsibilities**Government Liaison and Compliance**

- Coordinate and process Non-B visa and work permit applications, renewals, and 90-day reporting for foreign staff
- Support school staff registration on the SSO system and Provident Fund etc.
- Maintain relationships and communication with Thai Ministry of Labour, Immigration, Ministry of Education (MoE), and other relevant agencies
- Ensure school and staff HR practices remain compliant with Thai labour law and international school regulations
- Assist in Thai-language communications, documentation, and translation for school leadership

Payroll and HR Administration

- Collect and verify staff attendance, timesheets, and leave forms
- Liaise with the Finance Officer to ensure accurate monthly payroll processing
- Maintain up-to-date records of staff salaries, allowances, tax deductions, and benefits such as Group Insurance policies etc.

- Reconcile payroll discrepancies and manage payment issues

Recruitment and Staff Support

- Assist in job postings, application processing, interview coordination, and reference checks
- Support onboarding of new hires, including orientation and documentation collection
- Maintain confidential and organized HR files on Google Drive and local storage
- Maintain staff lists, contracts, probation records, and evaluations

Attendance and Leave Monitoring

- Track and record daily staff attendance and absences
- Monitor sick leave, annual leave, and unpaid leave in coordination with academic and support department heads
- Ensure all staff submit leave requests and absence reports in a timely manner

Additional Duties

- Participate in internal audits and HR reporting
- Assist with insurance coordination (health/work-related)
- Support staff communications and wellbeing initiatives
- Other duties as assigned by the School Manager or Director

Qualifications & Skills Required

- Thai nationality
- Bachelor's degree in Human Resources, Business Administration, Education Management, or a related field
- Minimum 2 years of HR and/or Admin experience that involve the required job duties and tasks mentioned above , preferably in a school or NGO setting
- **Fluent in Thai** (spoken and written) with **fair English** proficiency
- Burmese language ability is an advantage
- Strong interpersonal and administrative skills
- Familiarity with Thai labour regulations, visa/work permit processes, and government departments
- Basic IT skills including Google Workspace (Drive, Sheets, Docs)/MS-Office Apps (Word, Excel, PowerPoint), Email, and Timesheet Tools
- Ability to handle confidential information with discretion
- Flexible, organized, and culturally sensitive in an international workplace

Application Instructions

Please send the following to **englishclubkkhr@gmail.com**

- Your resume/CV
- A cover letter outlining your experience and interest
- A short video introduction in Thai (2–3 minutes) introducing yourself and why you're a good fit for KKIS and more information about school: <https://kkis.ac.th/>.