### ANCA POSITION DESCRIPTION

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| **Position Title** | Admin and HR Officer |
| **Incumbent** |  |  | **Signature** |  |
| **Date** | 08/08/2024 |  |
| **Business Unit** | ANCA Machine Tool |
| **Location** | Thailand |  | **Manager** |  |
| **Reports to** | HR & Admin Manager |  | Wariya Suphaphun |
|  |  |  | (Signature of immediate Manager) |

**SECTION 1 - POSITION SUMMARY**

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| Advise, support and administer approved human resource policies and activities to ensure the availability and effective use of human resources to achieve the ANCA business objectives  |

**SECTION 2 – KEY RESPONSIBILITIES**

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| Health & Safety Support * Maintain a health and safe work environment and work with line managers to decrease and eliminate hazards
* Take part in risk assessments, incident reporting, audits, and incident investigations
* Provide the appropriate Work cover information to both internal and external parties

Administrative Support* Undertake general word processing duties, including letters and reports, to deal with confidential correspondence and to issue important notices as directed.
* Handling petty cash, arrange payment for minor expenses and communicate details to finance.
* Visa + work permit of expat
* Visa of employee who will travel aboard and other process that relate with travel
* Daily car arrangement, company van, guest transportation both internal and external
* Support employee, customer or guest for hotel, transportation, flight booking.
* Order monthly stationary, PPE, medical
* Manage maid, assign task to driver and inspect cleanliness around factory.
* Inspection around factory that clean and proper
* Cleaning plan, pest control.
* Support GM for booking and make appointment
* Prepare business card, update phone list.
* Document control
* Cost saving idea and activity
* Handling any other tasks as may be assigned from time to time.

Employee Relations* Set meeting of welfare committee
* Welfare and Safety committee election process
* Update and Maintain the notice boards across the site
* Coordinate and support welfare team to set up benefit and activities such as Uniform, company activity, CSR
* Company allowance: Service Year, Birthday, allowance.
* Conduct labour relations, health and safety, wages, salary administration, employee benefits and activities
* Support and work in collaboration with managers to ensure the fair and consistent application of management decisions and policy
* Support the HR Team to ensure that decisions regarding employees are made fairly and consistently

Human Resource* Key employee database in Bplus
* Check time attendance
* Check leave of subcontractor
* Support and key training record in system
* Coordinate with subcontractor for find candidate and set interview.
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**SECTION 3 – DIMENSIONS OF ROLE**

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|  | **CURRENT DATA** |
| **Number of people reporting directly to you:** | 0 |
| **Total number of employees**  | 242 |
| **Number of sites supported (if applicable)** |  |
| **Authority**  | Per published ANCA Authority Matrix |
| **Other direct costs under your control:** |  |
| **Other relevant information** |  |
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**SECTION 4 – KEY WORKING RELATIONSHIPS**

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| **MOST FREQUENT CONTACT****(Internal)** | **MOST FREQUENT CONTACT****(External)** |
| Finance | ANCA Branch |
| Supply chain | Recruitment Agency |
| Manufacturing  | Supplier  |
| All Employee | Insurance  |
|  | Training provider |
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**SECTION 5 – QUALIFICATIONS and experience requirements**

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| **QUALIFICATIONS:**  |
| **Essential:** * Bachelor in Human Resource or relate field
 | **Desirable:**  |
| **EXPERIENCE:**  |
| **Essential:** * 1-2 years up
 | **Desirable:*** Admin, Hospitality, Human Resource, employee relation, training, recruitment
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| **PREFERRED PERSONAL ATTRIBUTES OR COMPETENCIES:*** Male and Female
* Age not over 35
* Proactive, Agile mindset
* Creativity
* Demonstrated human resource skills and knowledge
* Ownership and commitment
* Good work relationship, communication with other, team work
* Demonstrate a flexible and “can do” attitude
* Able to conduct work with minimal support and supervision
* Demonstrate and maintain a high attention to detail
* Demonstrated verbal and written communication skills
* Demonstrated analytical skills
* Able to meet deadlines plan and organise work priorities
* Able to speak English (Special consideration)
* Demonstrated PC Skills (excel, word, PowerPoint and databases)
* Demonstrated & practical working knowledge of recruitment processes
* Demonstrated writing skills for the preparation of write clear and concise user documentation
* Working knowledge of occupational health & safety
* Working knowledge of Fair Work Acts, legislations, Awards to ensure compliance as a minimum
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