### 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. |

**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** |  |
|  | |

**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 | |
| **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 | | |