



AAR Component Services (Thailand) Ltd.

บริษัท เอเออาร์ คอมโพเนนต์ เซอร์วิสเชส (ประเทศไทย) จำกัด

Quick AAR information / resources

Website: aarcorp.com

Careers: aarcorp.com/careers

Email: ACSTH-Recruitment@aarcorp.com

Payroll Specialist (Human Resources)

The position

We are looking for a Payroll Specialist who is responsible for managing end-to-end payroll operations within the aviation Maintenance, Repair, and Overhaul (MRO) environment. This role ensures accurate and timely payroll processing, maintains compliance with Thai labor laws and tax regulations, oversees compensation structures including aviation-specific shift allowances, and provides strategic support in payroll policy development and benefits administration. The position requires expertise in handling complex payroll scenarios unique to the MRO industry, including overtime calculations, provident fund management, and statutory compliance.

Key Roles & Responsibilities:

- Compensation & Benefits:
 - Lead HRIS implementation for payroll systems and process improvements
 - Conduct comprehensive compensation structure surveys and benchmarking analysis
 - Develop and analyze compensation policies including salary structures and market positioning
 - Administer health insurance programs, enrollment, claims processing, and vendor relationships
 - Manage retirement benefit programs and ensure compliance with regulatory requirements · Payroll Administration
 - Process monthly payroll including salary calculations, allowances, overtime, and deductions · Calculate and administer various allowances (shift, meal, transportation, housing, etc.) · Process and track overtime (OT) payments in compliance with labor law
 - Manage leave administration and salary impact calculations
 - Handle time and attendance data integration and discrepancy resolution
 - Generate employment certificates and income documentation as needed
- Statutory Compliance & Reporting:
 - Administer provident fund contributions, reconciliations, and member services
 - Process and file Social Security Fund (SSF) contributions and claims
 - Calculate, withhold, and remit personal income tax (PIT) accurately
 - Prepare and submit monthly payroll reports to management
 - Maintain Merit/Promotion and Progression tracking systems
 - Manage outsourced payroll vendor relationships and quality control
- Compensation Policies & Procedures:
 - Develop, implement, and maintain comprehensive compensation and benefits policies

- Create and update standard operating procedures for payroll processes
 - Ensure policy alignment with Thai labor legislation and company standards
 - Conduct regular policy reviews and recommend updates as needed
 - Provide guidance and interpretation of compensation policies to management and employees
- **Special Projects & Ad Hoc Assignments:**
 - Lead and participate in HR improvement projects related to compensation and payroll systems
 - Support organizational initiatives such as compensation reviews, job evaluation exercises, and salary structure redesigns
 - Conduct special analyses and reports for management decision-making (e.g., cost projections, headcount budgeting, salary increase scenarios)
 - Participate in cross-functional projects involving Finance, Operations, and other departments
 - Support audit preparations and respond to internal/external audit inquiries
 - Contribute to HR digitalization and automation initiatives
 - Assist with other ad hoc assignments and special projects as directed by HR Manager
 - Execute all activities in strict accordance/compliance with the EH&S Policy, Procedure, law & regulation, ISO 14001 system, and SMS.
 - Take ultimate accountability for the prevention of work-related injury, ill health and accident as well as the protection & conservation of the environment.

Qualifications:

- Bachelor's degree in Accounting, Finance, Human Resources Management, Business Administration, or related field Experience
- Minimum 3-5 years of progressive payroll experience, with at least 3 years in a senior or specialist role
- Experience in manufacturing, aviation, or MRO industry preferred
- Proven track record of managing payroll for 250+ employees
- Experience with shift-based workforce and complex allowance structures Technical Skills
- Expert knowledge of Thai labor law, Social Security Act, Provident Fund Act, and Revenue Code
- Advanced proficiency in payroll systems and HRIS platforms
- Strong Excel skills including pivot tables, VLOOKUP, complex formulas, and data analysis
- Experience with time and attendance systems
- Knowledge of e-Filing systems for tax and social security reporting
- Language Skills: Thai: Native or fluent proficiency, English: Professional working proficiency

Total rewards

As an AAR team member your rewards include:

- Annual uniform
- PPE safety equipment
- Transportation
- Vacation benefits, including Thai Public Holidays
- Provident Fund
- Group Insurance
- Training and development opportunities
- Staff engagement and recognition events

Performance objectives

- **Teamwork** – collaborates with colleagues to achieve results and is also comfortable working independently
- **Building trust** – operates with integrity, discloses own positions, remains open to ideas, and supports others through dignity, respect, and fairness

- **Building relationships and partnerships** – develops and leverages relationships within and across teams to achieve results
- **Communication** – conveys information and ideas clearly and concisely to individuals or group in an engaging manner, helping them understand and retain the message
- **Analytical skills** – must be able to use data to determine cause and effect for complex problem solving
- **Quality orientation** – accomplishes tasks by considering all areas involved, no matter how detailed

Why should you apply?

- AAR is the only aerospace / defense company on Forbes' America's Best Mid-Size Employers list.
- Our innovative and entrepreneurial culture encourages employee input in every aspect, from day-to-day activities to the company's future growth.
- Our learning and career development program affords employees a learning path with the necessary tools and resources needed to help build their career at AAR.
- We support non-profits and organizations that work to improve society in four primary areas: veterans and active military; education with an emphasis on STEM; health and wellness; and diversity / inclusion.

About AAR

AAR is an awarded global aerospace and defense company that offers employees a long-term career pathway and the opportunity to work with a great team! At AAR, our people remain our priority! We create the #BestTeamInAviation by focusing on recruitment, training, growth, engagement, and retention. AAR employees are empowered to meet their individual professional development goals through our global learning and development program, mentorship program, leadership training, continued education, networking, and much more!

AAR is committed to building a diverse and inclusive workforce. We encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities, or expressions. We are dedicated to the health and safety of our people, our customers, and the communities where we live and work.

Primary Location: 700/160 Amata City Chonburi Industrial Estate Moo1, T. Bankao, A. Pantong, Chonburi, 20160 Thailand.

Qualified applicants may email their resume to ACSTH-Recruitment@aarcorp.com

Please submit your resume in PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.