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## **METHODOLOGY**

Gemini's Guide to the Thailand market salaries is prepared from three main sources of information:

- An analysis of Gemini's database of vacancies and applicants
- Discussions with clients
- A review of positions advertised in the local media

This guide is intended to give approximate salary ranges for the positions as described. Specific skills or experience requirements can mean that a premium may need to be paid. Salaries are based on a **13-month per year payment**. Gemini consultants are always available to advice on categories not shown in this guide or on more detailed job descriptions.

This guide is updated annually and is available through the Gemini Internet pages.

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## **GEMINI THAILAND**

BMS Gemini (Thailand) Recruitment Co. Ltd, affiliated with the Gemini Group of Hong Kong, provides **Recruitment and HRM Services**. Gemini Personnel Limited is one of Hong Kong's leading recruitment company with trained consultants operating from Central and Kowloon.

We specialize in professional search and selection services for middle to executive level positions across an international and local customer base. In additions, we have HR consulting services which will be tailored to your organization's need.

If you are interested in our services or this opportunity, please submit your enquiry or resume via our website [www.geminipersonnel.com](http://www.geminipersonnel.com)

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## **OUR SPECIALISTS**

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JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE TBAHT	
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**SECRETARIAL**

Junior Secretary	0-1 yrs.	Diploma/ Degree/Basic English	Filing, typing, Thai word processing & fax.	8,000 - 13,000	
Secretary	1-2 yrs	Degree, Fair English	Draft simple correspondence, typing, Thai word processing, travel arrangements, prepare presentation materials and provide admin support	10,000 - 20,000	
Secretary	3-4 yrs	Degree, Good English, or Fair level(3)Japanese	Independent correspondence, draft fax, arrangement of appointments, travel arrangement, prepare presentation material and provide admin support	20,000 - 35,000	
Senior Secretary	5-8 yrs	Degree, Good English/ Japanese	Independent correspondence, supervise staff, provide admin support, travel arrangement, presentation materials.	30,000 - 40,000	
Executive Secretary/PA	8+ yrs	(Foreign) University Degree, Very Good English, Japanese	Responsible for all secretarial/PA duties including presentation material, audio typing, administration & personnel, supervise staff. Run the office in absence of boss.	35,000 - 60,000	

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE TBAHT	
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**ACCOUNTING**

Accounting Clerk	0-5 yrs	Diploma	Invoicing, prepare cheques, data entry	6,000-9,000	
Accounting Officer	0-1 yrs	Degree Accounting, no English	Work under guidance of accountant to handle bank books, check invoices, prepare cheques, follow-up petty cash	7,000 – 12,000	
Jr. Accountant	1-2 yrs	Degree Accounting, fair command of English	Work under guidance of accountant on closing financial statements, preparing details and reconciliations and preparing monthly tax returns for both VAT and tax withholding.	10,000 – 20,000	
(Assistant) Accountant	2-4 yrs	Degree Accounting, fair English, standalone accounting software	Handle set of books, assist in management analysis and reconciliations	20,000 – 30,000	
Accountant	3-5 yrs	Degree Accounting, good English, integrated accounting software	Handle full set of books, costing, assist in prepare management reports	25,000 – 40,000	
(Chief) Accountant	Min.5yrs	Degree Accounting, fluent English, integrated software	Program month-end closing, budgeting, balance sheets, P/L account, supervise staff, prepare management reports	35,000 – 50,000	
Accounting Manager	5-7 yrs in Auditing, Accounting+ Management Experience	Degree Accounting, fluent English, GAAP/IFRS	Supervise A/C dept, monitor finance of company, inventory and debtors control. Handle annual audits, taxation and accounts consolidation, etc.	50,000 – 70,000	
Financial Controller	8 yrs managerial grade	BA+MBA degree, English, GAAP, CPA qualified	Supervise and control A/C & Admin dept, monitor finance of company. Prepare annual budget, management accounting.	70,000 - 150,000+	

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE TBAHT	
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**PRODUCTION**

Production & Maintenance Staff	0-2 yrs	Diploma/ Degree	Facilitates technical and operational organization of production. Assists in planning and solving first line questions/problems	12,000 – 20,000	
Production/ Maintenance Supervisor, Production Engineer	2-4 yrs	Degree, Fair English or Japanese	People management of a team of production operator/technicians. Ensures that quality and volume targets are met. Plans and directs production activities. Monitors and initiates action to reduce cost of production	15,000- 25,000	
Senior Production/ Maintenance Supervisor	3-5 yrs	Degree, English or Japanese	People management of a team of production staff. Ensures that quality and volume targets are met. Plans and directs production activities. Monitors and initiates action to reduce cost of production	20,000- 35,000	
Assistant Production Manager	5 yrs +	Degree, English or Japanese	Coordinates production process steps Plans and directs production activities, scheduled maintenance. Develops operating methods and procedures to eliminate problems. Promotes continuous improvement	30,000- 50,000	
Production Manager, Factory Manager	5-10 yrs	Degree (BE/ME)	Supervise Asst. Manager/ Engineers. Plan, assign, follow up and improve production process and motivate team to meet the targets.	45,000- 70,000	
Factory General Manager, Operations Manager	8-12 yrs	Degree (BE/ME)	Supervise Manager/ Managers non production. Plan, assign, follow up and improve production process and motivate multiple teams to meet the targets.	70,000 – 150,000+	
JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE TBAHT	

Safety Supervisor, Maintenance Engineer	<5 yrs	Degree Engineering/ Safety	Provides daily specialist support to production departments like machinery ( or safety) audits & follow- up, personal protection	20,000-35,000	
Maintenance Section Head, Senior Production Engineer	5 yrs +	Degree Engineering	Coordinates planned and unplanned maintenance activities for a section of the production process	40,000-50,000	
Maintenance Manager, EHS Manager	5-7 yrs	Degree Engineering and EHS	Advice management on EHS policies. Implement a plan for improving safety, hygiene condition and environment performance. Assure compliance to Thai and international regulations	50,000-100,000	

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE	
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**QC/QA**

QC/QA Staff	1+yrs	Vocational degree/Diploma	Responsible for line or supplier auditing based on quality system, document control. Ensures compliance with ISO requirements	10,000-20,000	
QC/QA Officer/Engineer	'1 -2 yrs	Diploma/ Degree, Fair English or Japanese	Responsible for line or supplier auditing based on quality system, document control and problem solving. Ensures compliance with ISO requirements	14,000 – 25,000	
QA/QC Supervisor	3-5 yrs	Degree, Fair English or Japanese.	Supervise 2-5 QC/QA auditors/engineers; liaise with production/shipping on audit/inspection results. Provides assistance/training in problem solving and continuous improvement projects.	20,000 – 35,000	
(Asst)QC/QA Manager,	5yrs +	Degree, good Eng. or Jap. ISO specialist.	Provide support and direction to the QC/QA/ISO team; set-up, maintain and manage an efficient and effective QC/QA process & system; drive for continuous improvements of the processes based on audit results and customer feedback.	30,000 – 65,000	
(Senior) QC/QA Manager	7 yrs +	Degree, good Eng. or Jap. ISO specialist.	Provide support and direction to the QC/QA/ISO team. Advice senior management on QA matters; set-up, maintain and manage an efficient and effective QC/QA process & system; drive for continuous improvements of the processes based on audit results and custom	60,000 – 70,000+	

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JOB	EXP	QUALS	JOB DESCRIPTION	SALARY RANGE TBAHT	
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**SUPPLY CHAIN**

Purchasing/ Logistics Staff	'1 -2 yrs	Diploma/ Degree. Minimal English or Japanese	Understanding of product flow, warehouse organization and transport. Handle full set of I/E documentation.	8,000 - 15,000	
Senior Purchasing/Logistics or Engineer	2-3 yrs	Degree Fair to good command of English or Japanese.	Operate product flow, warehousing and transport. Familiar with QC /ISO procedures. Handle full set of I/E documentation.	15,000 - 20,000	
Logistics Supervisor/ Officer	4-5 yrs, partially in relevant field	Degree, by preference in Logistics, Engineering, or Business	Supervise clerks and manual labor. Maintain quality system in/externally. Manage, planning problems in the supply chain. Good command of English or Japanese.	25,000 - 43,000	
Logistics/Purchasing Management	5 - 10 yrs, minimum 3 y in Supply Chain	Degree (BA/MA),in Logistics, Engineering, Business and knowledge of MRP/ERP	Manage fully or partially the supply chain to bring products to market. Develop and implement local materials policies, within the parameters of cost control, quality, and environment. Fluent in written and spoken English or Japanese	35,000- 65,000	
Logistics/Purchasing Management	5 - 10 yrs, minimum 5 y in International Companies	Degree (BA/MA),in Logistics, Engineering, Business and knowledge of MRP/ERP	Manage fully or partially the supply chain to bring products to market. Develop and implement local materials policies, within the parameters of cost control, quality, and environment. Fluent in written and spoken English or Japanese	50,000 - 90,000	
Senior Logistics/Purchasing Management	10 + yrs, minimum 5-7 y in SCM	Degree (BA/MA),in Logistics, Engineering, Business and knowledge of MRP/ERP	Manage the entire supply chain to bring products to market. Works in major internationally oriented organization. Develop and implement materials policies, within the parameters of cost control,quality,environment.Fluent in written and spoken English or J	80,000 – 150,000 +	

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE TBAHT	
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**INFORMATION TECHNOLOGY**

Computer Operator/ IT and Network Administrators/ Helpdesk	0-2	Diploma	Administer and set-up end users on the system/network. Trouble shoot routine user problem. AS 400 operation and maintenance.	10,000 - 15,000	
Programmer/ Graphic Designer Developer	0-2	Degree	Program development and maintenance/ system and network administration and problem solving	20,000 - 30,000	
Analyst Programmer/ Network engineer/ DB Admin/Java Developer	2-3	Degree Computer Science	Program development and system design, user training and support, problem solving and customer service	25,000 - 40,000	
System Analyst/ IT System Support/ Assistant Project Manager/Senior Developer Consultant	4-8	Degree Computer Science	Project management, system design/ system support, development, training, co-ordinate or supervise a team	45,000 - 80,000	
Project Manager/ IT Manager	6-8	Degree Computer Science/Master MIS	Supervise and coordinate department. Project, system design and training, Responsible for functional specification & documentations	60,000 - 100,000	
Sales Engineer	2-3	Diploma/ Degree	IT project sales, IT customer service and problem solving	25,000 - 35,000 +commission	
Sales Manager/ Account Manager	5-8y	Degree Computer Science/Business	Manage and supervise IT sales team, responsible for one or more major accounts	60,000- 100,000 + commission	

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JOB	EXP	QUALS	JOB DESCRIPTION	SALARY RANGE TBAHT	
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**HUMAN RESOURCES**

Junior HR Officer	'0 -2 yrs	Diploma/ Degree	Handling partial personnel functions including payroll, staff recruitment, employee benefits, compensation	7,500 – 15,000	
HR Officer, HR supervisor, HR Section Head, Training Officer	1-3 yrs	Diploma/ Degree (HR, Political Since, Industrial	Handling all or partial personnel functions including payroll, staff recruitment, training, employee benefits, compensation & benefits	10,000- 25,000	
HR supervisor, HR Section Head, Training Officer	3-5 yrs	Degree	Handling all or partial personnel functions including payroll, staff recruitment, training, employee benefits, compensation & benefits	20,000- 40,000	
HR&Admin Manager, Office Manager, Senior HR Specialist, Senior Training Officer	5-6 yrs	Degree	All administrative function. Supervise Department, ensure smooth running or equivalent of communication and the office.e.g.leasing of offices, solve HR problems, etc.	35,000- 70,000	
HR Manager , Training Manager, HRD Manager, HRM Manager	7-8 yrs	Degree	Responsible for full spectrum of personnel functions, such as recruitment compensation & benefits, training, payroll and supervision of the department	60,000 – 100,000	
Senior HR Manager	8 -12 yrs	Degree	Responsible for development and implementation of the Human Resources program in regional office covering recruitment, compensation and benefits administration, welfare administration, employee relations, and staff development.	80,000 – 150,000+	

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JOB	EXP	QUALS	JOB DESCRIPTION	SALARY RANGE HK\$	AVAILABILITY
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**ENGINEERING**

Technician/ CAD/Assistant Engineer	'1 -2 yrs	Diploma/ Vocational	Data collection and supervise workers	10,000 – 20,000	
Engineer	0-2 yrs/ 2-5 yrs	Degree	Supervise 2-3 Asst. Engineers, design and follow up entire production process, schedule planning, cost estimation, maintenance, final inspection and technical advice.	15,000 - 25,000/ 20000 – 40000	
Senior Engineer	5-8 yrs	Degree (BA/MA)	Supervise 6+ Engineers and Assistant Engineers, review production and quality system, trouble shooting on all production problems.	30,000 - 70,000	
Engineering Manager	8 - 10 yrs	Degree (BA/MA)	Supervise 10+ Engineers and coordinate entire Engineering department, review production system periodically, price negotiation with vendors.	60,000 - 120,000	
Sales Engineer	Varies	Diploma/ Degree	Sales and engineering of products/solutions	20,000 - 50,000+ commission	

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