



PR/116747 | Operations Manager (Japanese-speaking JLPT N4 or above) New set-up

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1537058

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 14th, 2025 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Operations Manager (Japanese-speaking, JLPT N4 or above) New set-up company

Location: Bangkok (near BTS)

Industry: IT Industry

Working Date and Time: Monday to Friday 9:00-18:00 / 2-3 days in a week WFH

Salary: 70,000 – 100,000 THB/Month

Job Summary: We are seeking a highly organized and proactive Operations Manager to ensure the smooth operation of our office management functions. The ideal candidate will maintain a positive and professional working environment, develop and maintain office-related policies, and manage various administrative tasks in line with local legislation and company standards.

Key Responsibilities:

Office Management:

- Ensure smooth operation of office management functions.
- Maintain a positive and professional working environment in partnership with team members.
- Develop and maintain office-related policies and procedures in line with local legislation and company standards.
- Monitor office equipment service agreements, ensuring timely renewal and rate negotiation.
- Propose relevant programs for organizational development in the Office Admin area.
- Manage and administer corporate credit card-related matters.

Payroll Management with Outsourcing:

- Process monthly payroll in accordance with employment agreements and Ministry of Labor requirements.
- Communicate with banking partners and seek internal approval for transactions.

Compliance & Reporting:

- Maintain employee records confidentially in compliance with privacy laws.
- Ensure accurate reporting for internal/external audits.

Financial Management (AP/AR) with Outsourcing:

- Issue and manage invoices.
- Confirm and record incoming payments.
- Check the financial statements written by the tax accountant.
- Prepare monthly, quarterly, and annual financial reports.
- Communicate and report with the Accounting and General Affairs Departments in Japan.

Labor Management:

- Manage employee attendance.
- Handle payroll calculation and social insurance procedures.
- Oversee onboarding of new employees and offboarding of departing employees.
- Ensure compliance with labor laws.
- Liaison with Relevant Authorities:
 - Prepare and submit reports in accordance with laws and regulations.
 - Maintain regular communication and coordination with relevant authorities.
 - Handle various permit applications and renewals.

Other Responsibilities:

- Manage internal communication systems.
- Coordinate with external vendors for security, cleaning, and other services.

Qualifications:

- Over 5 years in General Administration, including Accounts Payable/Accounts Receivable with outsourcing and payroll to outsource.
- Flexible and can-do attitude within small to medium-sized organizational settings.
- Experience in liaising with government offices and handling relevant administrative tasks.
- Have Labor Law knowledge

Benefits:

- Health Insurance
- Actual Transportation
- Overtime (OT)
- Annual Leave
- Bonus

Company Description