



JAC Recruitment

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Thailand

## PR/117167 | Office Manager

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1537255

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 30th, 2025 16:22

## 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

**Office Manager****Job description.****Administrative Duties:**

- Support office facilities.
- Handle general purchasing for the office.
- Attend to guests and delivery personnel.

**Accounting Duties:**

- Perform daily accounting functions.

- Liaise with bankers, accounting firms, and other vendors.
- Handle a full set of accounts.

**HR Responsibilities:**

- Manage and oversee the entire onboarding and offboarding process.
- Handle general HR issues such as attendance and leave.

**IT Coordination:**

- Liaise with IT vendors.

**Logistics Responsibilities:**

- Process orders and arrange delivery schedules.
- Coordinate with freight forwarders and transporters for dispatching goods.
- Liaise with clearing agents for importing cargo.
- Arrange samples for customers.

**Requirements:**

- Strong verbal and written communication skills in Thai and English.
- Excellent organizational and multitasking abilities.
- Detail-oriented with the ability to handle confidential information.
- Proficiency in office software (Microsoft Office Suite and QuickBooks or other accounting software).
- Strong interpersonal skills to interact positively with all employees.
- 3-5 years of experience in administrative support, accounting, or logistics.
- Bachelor's degree in Business Administration, Accounting or a related field.

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Company Description