



JAC Recruitment

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Thailand

PR/117167 | Office Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1540335

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:15

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.

Company Description