



JAC Recruitment

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Thailand

PR/117224 | Administrative and Office operations (Japanese speaking JLPT N3+)**Job Information****Recruiter**[JAC Recruitment Thailand](#)**Job ID**

1540390

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

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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**Position:** Administrative and Office operations (Japanese speaking JLPT N3+)**Business:** Consulting Firm**Location:** Saldaeng**Working Date and Time:** Monday – Friday at 9:00-17:15 (Flexible time)**Key Responsibilities:**

- Support accounting processes in collaboration with an outsourcing company.

- Key in daily and monthly accounting information accurately.
- Manage accounts receivable and payable operations.
- Prepare and issue invoices and handle payments.
- Communicate effectively with the Japanese HQ Accounting team, primarily via email.
- Coordinate with an outsourcing company for Visa and Work Permit processes for Japanese staff.
- Assist with other administrative tasks as needed.

Qualifications:

- Bachelor's degree in business administration, or a related field.
- At least 1 year experience in accounting and administrative roles.
- Proficiency in Japanese language JLPT N2 or higher
- Proficiency in MS Office.
- Strong organizational and multitasking skills.
- Excellent communication skills, especially in email correspondence.
- Ability to work independently and as part of a team.

Salary range: Total Salary 45,000 – 50,000 THB

Benefits:

- Actual Transportation
- Meal Allowance
- Perfect Attendance
- Language Allowance
- Business Trip Allowance
- Provident Fund
- OT
- Bonus

Company Description