



## PR/117027 | Senior Manager of the General Affairs (GA) Department

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1540521

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

May 20th, 2025 12:19

### 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

**Senior Manager of the General Affairs**

**Salary Range:** THB 70,000 – 80,000

**Location:** Prathum - Thani

**Business:** Logistics

**Responsibility:**

- Administrative Management:
- Procurement & Purchasing Management:
- Financial & Risk Compliance:
- General Affairs & Facility Management:
- Leadership & Compliance

**Qualification:**

- Good command in English
- Bachelor's degree in Business Administration, Finance, Logistics, or a related field.
- Minimum 10 years of experience in administration, procurement, and general affairs.
- Strong knowledge of financial, risk management, and procurement processes.
- Excellent leadership, negotiation, and problem-solving skills.

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Company Description