



PR/117032 | Admin Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1540523

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 4th, 2025 10:00

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

- RESPONSIBILITIES

Finance:

- To verify staff claims submitted to ensure it complies with the company policies.
- To verify on invoices received from users (relevant departments) and ensure that Purchase Orders (PO) have been raised for the related purchases, and PO amount is sufficient.
- To assist in preparation of payment vouchers and ensure that approved supporting documents received.
- To assist in checking of BTQ invoices to ensure that appropriate supporting documents submitted to finance.
- To assist in checking funds received from credit card companies and transfer of funds from customers.
- To assist the finance team in preparation of VAT and WHT filling.
- To assist finance team in administrative matters such as filing of documents, organization of finance storage and scanning of documents.
- Any ad-hoc duties assign by Finance team.

Marketing:

- To raise PO, coordinate with vendor on account creation and payment for all marketing related expenses.
- Monthly tracking on PR coverage.

- Inventory management on all marketing related items, to check the quantity and quality of the shipment received, to keep track of the items in our warehouse, assist to pack gifts and attain to other ad hoc logistic request.

General:

- To coordinate with supplier/contractor for the general maintenance in the boutique and office.
- To assist in setting up the meeting room/company event when required.

Company Description