



JAC Recruitment

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Thailand

PR/116735 | Office Operations Manager

Job Information

Recruiter[JAC Recruitment Thailand](#)**Job ID**

1540638

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 18th, 2025 11:01

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

Office Operation Admin, Accounting (Workplace around BTS Punnavithi, Bangkok)

Position: Office Operation Admin, Accounting

Location: BTS Punnavithi, BKK

Business: IT, Tech

Working hour: Monday – Friday, 9.00 AM – 18.00 PM (Having WFH)

JOB RESPONSIBILITIES

- Handle overall loops of operation task in HR, Accounting, Admin, Labor Law.
- Work in IT Startup company, small company size.
- Develop and maintain office-related policies and procedures in line with local legislation and company standards.
- Handle overall office admin tasks
- Monitor office equipment service agreements, ensuring timely renewal and rate negotiation.
- Payroll Management, process monthly payroll.
- Compliance & Reporting, maintain employee records confidentially in compliance with privacy laws.
- Accounting and financial Management: AP, AR, Issue and manage invoices, confirm and record incoming payments, manage payments.

check financial statements, prepare monthly, quarterly, and annual financial reports, communication and reporting with headquarters.

- Labor Management, manage employee attendance, payroll calculation and social insurance procedures.
- HR tasks, onboarding of new employees and offboarding of departing employees, ensure compliance with labor laws.
- Handle welfare and benefits for staff, compensation and benefits, health insurance, annual company health check-up.
- HR legal & compliance, handle corporate work and documentation of companies, manage regulations.
- Handle Visa, Work permit, 90 days report, various permit applications and renewals.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 70,000 - 80,000+ THB
- Graduate in institution of education level, bachelor's degree or higher in Accounting, English, Management and etc.
- Over 7 years' experience in Office admin, Accounting, HR.
- Knowledge in Accounting AP, AR.
- Knowledge in Labour law.
- Business Level in English, conducting professional duties effectively in English.
- Ability to communicate in English with foreigners, communicate smoothly with overseas headquarters.
- Able to work under pressure and different culture.
- Willing to work in small company size, representative office.
- Able to use computer literacy in MS Office, Excel
- Experience in liaising with government offices and handling relevant administrative tasks.
- Able to travel to work around BTS Punnaithi, Bangkok

Company Description