



PR/117352 | Accounting and HR support staff

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1543418

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 13:02

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

Accounting and HR Admin Support (Workplace around Central Bangna, BKK)

Position: Accounting and HR Admin Support

Location: Bangna Thani Building, Bangna – Trad 46, Bangkok

Business: Trading: Machine

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

JOB RESPONSIBILITIES

- Small company office, this position handle overall loops in Accounting, HR, Admin, Payroll.
- Main in operation accounting tasks and HR Admin.
- Accounting Support: issuing monthly payment vouchers, manage petty cash and related financial transactions, assist in payment processing and financial record-keeping.
- HR support: process payroll, HR operations and provide reports to headquarter, handle staff expense reimbursements and attendance tracking.
- Admin support: oversee daily office operations for seamless workflow, prepare and manage correspondence, reports, and documentation.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 30,000 - 45,000 – 50,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Accounting
- Over 3-4 years' experience in Accounting, Payroll.
- Able to work in local small office.
- Accept to work in Accounting and HR Admin tasks,
- Ability to communicate in English with foreigners.
- Able to communicate and write emails in English.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Bangna Thani Building, Bangna – Trad 46, Bangkok

Company Description