



JAC Recruitment

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Thailand

## PR/117370 | Backoffice support

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1543429

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**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

Back Office Support and Accounting support (Workplace around BTS National Stadium, BKK)

Position: Back Office Support and Accounting support

Location: BTS National Stadium, BKK

Business: IT Platform

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

(Having WFH 1-2 days per week)

## JOB RESPONSIBILITIES

- New set up company, representative office, small company office, this position handle overall loops in Backoffice support, admin, accounting, HR, office management.
- Handling accounting documents with account outsource.
- Preparation of withholding tax, create invoices, checking of tax invoices.
- Providing BOI document.
- Provide visa, work permit, 90 days report.
- Oversee daily office operations.
- Support travelling arrangement, company car, booking flight, hotel, reimbursement.
- Other tasks assigned in related job.

## JOB REQUIREMENTS

- This position, salary around 30,000 – 45,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Accounting or any related fields.
- Over 3-4 years' experience in Admin, Accounting
- Able to work in new set up company.
- Able to work in small size company.
- 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 BTS National Stadium, BKK

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