



JAC Recruitment

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Thailand

PR/117406 | Accounting and Administrative Office

Job Information

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

1543997

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

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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

Accounting and Administrative Officer**Location : Bangkok (Rama 4)**

The role involves managing accounting processes and administrative tasks, ensuring compliance with financial regulations, and maintaining efficient office operations.

Education & Experience

- Bachelor's degree in Accounting, Business Administration, or related field
- 5–10 years of accounting experience

Key Skills

- Strong organizational and attention to detail
- Ability to multitask effectively

- Excellent coordination and problem-solving skills
- Flexible and adaptable to changes
- Knowledge of accounting laws and regulations
- Basic English proficiency for daily conversation

Technical Tools

- Proficiency in Microsoft Office Suite
- Familiarity with accounting software

Key ResponsibilitiesAccounting Duties

- Handle full sets of accounts and ensure tax compliance
- Manage invoices, billing, and receipts
- Track overdue accounts and follow up on payments
- Prepare financial and tax reports
- Oversee petty cash transactions and banking activities
- Maintain financial records and support external audits
- Conduct inventory checks and VAT reconciliation

Administrative Duties

- Manage incoming calls and guest reception
- Arrange meeting rooms and coordinate office events
- Handle office supplies, business cards, and uniforms
- Coordinate building access, parking, and facility management
- Process government filings (TM30, 90-day reports)
- Maintain office documentation and fixed asset records

Company Description