



JAC Recruitment

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Thailand

PR/117414 | Accounting and Admin (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1544762

Industry

Other

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 10:19

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

Job Title: Accounting and Admin (Japanese Speaking)

Permanent position

Location: Silom, Bangkok**Job Type:** Full-time, Monday – Friday from 08:30 to 17:00

Job Responsibility:

• **Accounting:**

- Prepare Withholding Tax (WHT) and monthly reports.

- Manage tax (PND), invoice and payments.
- Coordinate between outsourced accounting firm and internal
- **Administrative:**
 - Support visitors and handle phone calls.
 - Office supply management.
 - Arrange transportation and accommodation for Japanese staff.

Qualification:

- Bachelor's degree in any field.
- Proficient in Japanese (minimum intermediate).
- Proficient in English (minimum intermediate).
- Minimum 1-2 years of experience in accounting, general affair or related function.
- Able to handle multiple tasks is a plus.

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

Company Description