



JAC Recruitment

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Thailand

## PR/117432 | Assistant to GM (Japanese Speaking)

### Job Information

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

1544765

**Industry**

Retail

**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

Location: Amata City Industrial Estate, Rayong

**Working day: Mon - Fri**

#### Job Description:

We are seeking a dedicated and detail-oriented individual to assist our Japanese manager in the costing department. This is a new position created to support the manager, who is currently handling costing tasks on their own. The role primarily involves working closely with the manager on various tasks but is not directly related to accounting.

#### Key Responsibilities:

- Assist the Japanese manager with data collection, analysis, and report creation.

- Organize and compile data for reporting purposes.
- Support in general administrative tasks as required by the manager.
- Analyze and prepare reports using Excel.

Requirements:

- No specific educational background required—any degree is acceptable.
- Strong expertise in Excel is a must (data handling, reporting, etc.).
- Experience in accounting is a plus, but not necessary.
- Good communication skills in English (Japanese language skills are a plus).

### **Transportation Van Route**

- Eastern Seaboard-Hua Kunchae Line
- Kao Kayai-Bueng Thong Line
- Sriracha-Bowin Condominium Line
- Sahapat Group-Laem Chabang Line
- Prong sa ked nai Line
- Pamaprao Line
- Kao Mai Kaew Line
- Huay Prab-Talad Sasi Line (Huay Prab-Sasi market place)
- Sapan-si Line
- Pluakdaeng Line (2 cars)

### **Allowances:**

1. Bonus 2 - 3 months /year
2. Annual Party
3. Birthday gift
4. Personal Insurance group
5. Provident fund
6. Childbirth benefit
7. Housing Contribution
8. Money Subsidy for Wedding, Childbirth and Funeral allowance
9. Other

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### **Company Description**