



PR/117470 | Back Office Manager (Japanese-speaking JLPT N2 or equivalent)

Job Information

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

1544788

Industry

Amusement, Entertainment

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 10:20

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: Back Office Manager (Japanese-speaking JLPT N2 or equivalent)

Location: Phrom Phong, Bangkok

Company: New set up Ticket Delivery Services operating since 2024

Job Type: Full-time

Working Time: Monday – Friday 9.00 – 18.00

Key Responsibilities:

- Oversees accounting and other back-office functions for overseas branches in Vietnam and Taiwan.
- Manages financial operations for a recently acquired company in Thailand that operates ticket sales and platforms.
- Provides accounting and financial oversight for group companies.
- Coordinates ticket sales operations with a Thai company.
- Checks accuracy and analyzes financial documents (PL, BS, TB, GL) for the company and group companies.

- Summarizes financial statement data for submission to the headquarters in Japan (financial statements are prepared by an accounting firm).
- Communicates and coordinates with group companies in Thailand, Vietnam, and Taiwan (using Thai, English, and Japanese).
- Performs administrative tasks such as coordinating with the accounting firm and supporting the Managing Director.

Qualifications:

- Proficiency in Japanese (JLPT N2 or equivalent).
- Business-level proficiency in English, both written and spoken.
- Open to candidates without experience who are eager to learn.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Attention to detail and strong problem-solving abilities.

Company Description