



JAC Recruitment

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Thailand

## PR/117524 | Administration Assistant

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1545364

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 24th, 2025 10:26

## 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

Administration Assistant (Workplace around MRT Silom, BTS Saladaeng, Bangkok)

Position: Administration Assistant

Location: MRT Silom, BTS Saladaeng, Bangkok

Business: IT

Working hour: Monday – Friday, 9.00 AM – 18.00 PM , WFH 1 day per week

## JOB RESPONSIBILITIES

- Handle overall loops in small company, doing Admin, Sales support, Accounting support tasks.
- Translate internal document, announcements from Thai to English.
- Monthly expense claims.
- Schedule coordination of meetings, interviews and booking meeting rooms
- Manage, Order office supplies
- Prepare internal approval applications (purchase, contract signing, etc.)
- Business trip arrangements (domestic and international business trips, transportation, etc.)
- Booking internal external dinners.
- Arrange birthday gifts events for employees.
- Support Marketing, Sales, and Customer Success Team's activities.
- Coordinate oversea.
- Support related to marketing, sales, customer success will be required.
- Other tasks assigned in related job.

## JOB REQUIREMENTS

- This position, salary around 20,000 - 30,000 THB
- Thai Native Speaker only
- Graduate in institution of education level, bachelor's degree or higher.
- Over 1 years' experience in Office Admin, Sales Coordinator, Secretary
- Ability to communicate in English with foreigners.
- TOEIC Score over 700+ will be advantage to ensure can communicate with foreigners.
- Working with new gen members, Gen Z, Gen Y, new generation atmosphere
- Accept to work in small company.
- Able to work in IT company culture, fast and active.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Silom, BTS Saladaeng, Bangkok

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Company Description