



## PR/117575 | JS Admin Staff

### Job Information

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

1546422

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

July 1st, 2025 17:34

### 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

**Responsibilities:**

- Reporting on income and expenses, and preparing performance, sales reporting (in Japanese)
  - Consolidating invoices support
  - Creating reports on finance, safety, quality, etc.
  - Managing the schedules of business travelers from the Japan headquarters
- \*Mainly responsible for reporting to the headquarters.

**Requirements:**

- Bachelor's degree in Japanese or a related field
- Experience in interpretation and administrative tasks
- Good communication skills
- JLPT N2 or higher

**Welfare / benefits:**

- Medical insurance, Provided fund
- Bonus
- Attendance Bonus (for certain positions)
- Skill Allowance (for certain positions)
- Group Life and Health Insurance
- Congratulatory Gifts for marriage registration / childbirth

- Free Employee Uniforms
- Annual Health Check-up
- Bereavement Support for the death of employee / spouse / child / parents / spouse's parents
- Certificate Allowance for specific certifications
- TOEIC Allowance based on score levels
- Company Outing Activities

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## Company Description