



PR/116476 | AR Admin

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1548974

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 07:00

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

Account Receivable

1. Prepare and send invoices, statements, and collection notices.
2. Manage and monitor outstanding accounts receivable to ensure timely payment.
3. Contact customers to follow up on overdue payments and resolve billing discrepancies.
4. Implement effective collection strategies, including phone calls, emails, and letters.
5. Monthly collection plan and submit to Finance Dept.
6. Submit monthly output tax report to Finance Dept.
7. Record invoices on monthly basis in the systems
8. Be the contact point of contract agreement record/filling
9. Prepare necessary documents to Sales Dept. for all new customers registration.
10. Office Stationery and general employee's welfare preparation and controlling
11. General Office facility handling and controlling
12. Ad-hoc per request

Qualifications

- High school diploma or equivalent required; associate's or bachelor's degree.

- English literacy
- Minimum of 2 years of experience in accounts receivable or a related field.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office, especially Excel.
- Ability to work independently and as part of a team.
- Excellent organizational and time management skills.
- Attention to detail and accuracy.

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Company Description