



PR/117017 | Senior Admin (level senior supervisor - Assistant Manager)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549074

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 16th, 2025 15:00

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

Senior Office Management Admin Accounting HR (Workplace at BKK and Chachoengsao)

Position: Senior Office Management Admin Accounting HR

Location: MRT Silom, BTS Saladaeng, Bangkok and Chacheongsao

Business: Engineering

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle tasks related with Office Management, HR, GA, Accounting.
- Purchasing engineer equipment, asset control.
- Handle renew license certificate, ISO work.
- Manage travelling cost, reimbursement.
- Control building cost both Bangkok branch and Chacheongsao branch.
- Check Time attendance, manage shift work for staff.
- Accounting work, issue invoice, tax invoice, control cash advance, control assets and company car.
- Manage welfare, Group Insurance & Annual Health Check, Medical Expense Control.
- GA Support, company event and activities, 5 Sor, HRD, HRM, recruitment staff, payroll, training, ER.
- Other tasks as assigned

JOB REQUIREMENTS

- This position, salary around 40,000 - 50,000 THB
- The candidate is required over 4 years in Accounting, Office Management, HR, GA.
- Knowledge in Thai labor laws will be advantage.
- Graduate in institution of education level, bachelor's degree or higher in Accounting, English, Management or any related fields.
- Ability to communicate in English with foreign boss.
- Extrovert character, willing to meet with people.
- Available to work in pressure, proactive, rush environment.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Silom, BTS Saladaeng, Bangkok and Chacheongsao

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Company Description