



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 30th, 2025 02:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

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 Admin, Purchasing, Accounting, HR (Workplace at Bangpakong, Chachoengsao)

Position: Senior Office Admin, Purchasing, Accounting, HR

Location: Bang Samak, Bangpakong, Chacheongsao

Business: Engineering Maintenance

Working hour: Monday – Friday, 8.00 AM – 17.00 PM

JOB RESPONSIBILITIES

- Handle tasks related with Office Management, HR, Purchasing, GA, Accounting.
- Purchasing engineer equipment, asset control, dealing with suppliers, delivery control.
- Handle renew license certificate, ISO work.
- Manage travelling cost, reimbursement.
- Control building expense, budget of office 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 6 years in GA Admin, 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.
- Able to work in small office, one man show.
- Available to work in pressure, proactive, rush environment.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Bangsamak, Bangpakong, Chacheongsao

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Company Description