



PR/117167 | Office Manager

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1549111

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

July 22nd, 2025 13:00

## 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

**Office Manager****Job description.****Administrative Duties:**

- Support office facilities.
- Handle general purchasing for the office.
- Attend to guests and delivery personnel.

**Accounting Duties:**

- Perform daily accounting functions.

- Liaise with bankers, accounting firms, and other vendors.
- Handle a full set of accounts.

**HR Responsibilities:**

- Manage and oversee the entire onboarding and offboarding process.
- Handle general HR issues such as attendance and leave.

**IT Coordination:**

- Liaise with IT vendors.

**Logistics Responsibilities:**

- Process orders and arrange delivery schedules.
- Coordinate with freight forwarders and transporters for dispatching goods.
- Liaise with clearing agents for importing cargo.
- Arrange samples for customers.

**Requirements:**

- Strong verbal and written communication skills in Thai and English.
- Excellent organizational and multitasking abilities.
- Detail-oriented with the ability to handle confidential information.
- Proficiency in office software (Microsoft Office Suite and QuickBooks or other accounting software).
- Strong interpersonal skills to interact positively with all employees.
- 3-5 years of experience in administrative support, accounting, or logistics.
- Bachelor's degree in Business Administration, Accounting or a related field.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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**Company Description**