



JAC Recruitment

タイの求人なら
JAC Recruitment Thailand

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