



## PR/117352 | Accounting and HR support staff

### Job Information

**Recruiter**
[JAC Recruitment Thailand](#)
**Job ID**

1549192

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 17:08

### 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

Accounting and HR Admin Support (Workplace around Central Bangna, BKK)

Position: Accounting and HR Admin Support

Location: Bangna Thani Building, Bangna – Trad 46, Bangkok

Business: Trading: Machine

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

## JOB RESPONSIBILITIES

- Small company office, this position handle overall loops in Accounting, HR, Admin, Payroll.
- Main in operation accounting tasks and HR Admin.
- Accounting Support: issuing monthly payment vouchers, manage petty cash and related financial transactions, assist in payment processing and financial record-keeping.
- HR support: process payroll, HR operations and provide reports to headquarter, handle staff expense reimbursements and attendance tracking.
- Admin support: oversee daily office operations for seamless workflow, prepare and manage correspondence, reports, and documentation.
- Other tasks assigned in related job.

## JOB REQUIREMENTS

- This position, salary around 30,000 - 45,000 – 50,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Accounting
- Over 3-4 years' experience in Accounting, Payroll.
- Able to work in local small office.
- Accept to work in Accounting and HR Admin tasks,
- Ability to communicate in English with foreigners.
- Able to communicate and write emails in English.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Bangna Thani Building, Bangna – Trad 46, Bangkok

**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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

---

## Company Description