



JAC Recruitment

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JAC Recruitment Thailand

PR/117370 | Backoffice support

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549201

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 11:01

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

Back Office Support and Accounting support (Workplace around BTS National Stadium, BKK)

Position: Back Office Support and Accounting support

Location: BTS National Stadium, BKK

Business: IT Platform

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

(WFH mainly)

JOB RESPONSIBILITIES

- New set up company, representative office, small company office, this position handle overall loops in Backoffice support, admin, accounting, HR, office management.
- Handling accounting documents with account outsource.
- Preparation of withholding tax, create invoices, checking of tax invoices.
- Providing BOI document.
- Provide visa, work permit, 90 days report.
- Set up company process in Thailand branch, HR, Accounting, Admin, Slaes Cooridantor
- Oversee daily office operations.
- Support travelling arrangement, company car, booking flight, hotel, reimbursement.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 30,000 – 45,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Accounting or any related fields.
- Over 4-5 years' experience in Admin, Accounting
- Able to work in new set up company.
- Able to work in small size company.
- Must 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 BTS National Stadium, BKK

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