



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/117406 | Accounting and Administrative Office

Job Information

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

1549222

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:09

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

Accounting and Administrative Officer**Location : Bangkok (Rama 4)**

The role involves managing accounting processes and administrative tasks, ensuring compliance with financial regulations, and maintaining efficient office operations.

Education & Experience

- Bachelor's degree in Accounting, Business Administration, or related field
- 5–10 years of accounting experience

Key Skills

- Strong organizational and attention to detail
- Ability to multitask effectively

- Excellent coordination and problem-solving skills
- Flexible and adaptable to changes
- Knowledge of accounting laws and regulations
- Basic English proficiency for daily conversation

Technical Tools

- Proficiency in Microsoft Office Suite
- Familiarity with accounting software

Key ResponsibilitiesAccounting Duties

- Handle full sets of accounts and ensure tax compliance
- Manage invoices, billing, and receipts
- Track overdue accounts and follow up on payments
- Prepare financial and tax reports
- Oversee petty cash transactions and banking activities
- Maintain financial records and support external audits
- Conduct inventory checks and VAT reconciliation

Administrative Duties

- Manage incoming calls and guest reception
- Arrange meeting rooms and coordinate office events
- Handle office supplies, business cards, and uniforms
- Coordinate building access, parking, and facility management
- Process government filings (TM30, 90-day reports)
- Maintain office documentation and fixed asset records

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