



タイの求人なら JAC Recruitment Thailand

PR/117432 | Assistant to GM (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549265

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 22nd, 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

Location: Amata City Industrial Estate, Rayong

Working day: Mon - Fri

Job Description:

We are seeking a dedicated and detail-oriented individual to assist our Japanese manager in the costing department. This is a new position created to support the manager, who is currently handling costing tasks on their own. The role primarily involves working closely with the manager on various tasks but is not directly related to accounting.

Key Responsibilities:

• Assist the Japanese manager with data collection, analysis, and report creation.

- Organize and compile data for reporting purposes.
- Support in general administrative tasks as required by the manager.
- · Analyze and prepare reports using Excel.

Requirements:

- No specific educational background required—any degree is acceptable.
- Strong expertise in Excel is a must (data handling, reporting, etc.).
- Experience in accounting is a plus, but not necessary.
- Good communication skills in English (Japanese language skills are a plus).

Transportation Van Route

- -Eastern Seaboard-Hua Kunchae Line
- -Kao Kayai-Bueng Thong Line
- -Sriracha-Bowin Condominium Line
- -Sahapat Group-Laem Chabang Line
- -Prong sa ked nai Line
- -Pamaprao Line
- -Kao Mai Kaew Line
- -Huay Prab-Talad Sasi Line (Huay Prab-Sasi market place)
- -Sapan-si Line
- -Pluakdaeng Line (2 cars)

Allowances:

- 1. Bonus 2 3 months /year
- 2. Annual Party
- 3. Birthday gift
- 4. Personal Insurance group
- 5. Provident fund
- 6. Childbirth benefit
- 7. Housing Contribution
- 8. Money Subsidy for Wedding, Childbirth and Funeral allowance
- 9. Other

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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