



PR/117575 | JS Admin Staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549424

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 22nd, 2025 08:00

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

Responsibilities:

- Reporting on income and expenses, and preparing performance, sales reporting (in Japanese)
 - Consolidating invoices support
 - Creating reports on finance, safety, quality, etc.
 - Managing the schedules of business travelers from the Japan headquarters
- *Mainly responsible for reporting to the headquarters.

Requirements:

- Bachelor's degree in Japanese or a related field
- Experience in interpretation and administrative tasks
- Good communication skills
- JLPT N2 or higher

Welfare / benefits:

- Medical insurance, Provided fund
- Bonus
- Attendance Bonus (for certain positions)
- Skill Allowance (for certain positions)
- Group Life and Health Insurance
- Congratulatory Gifts for marriage registration / childbirth

- Free Employee Uniforms
- Annual Health Check-up
- Bereavement Support for the death of employee / spouse / child / parents / spouse's parents
- Certificate Allowance for specific certifications
- TOEIC Allowance based on score levels
- Company Outing Activities

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Company Description