



PR/117587 | GA Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549432

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 05:00

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

GA Staff, Document support (Workplace around MRT Petchburi, Bangkok)

Position: GA Staff, Document support

Location: MRT Petchburi, New Petchburi Road, Bangkok

Business: Logistics

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in GA, Admin, Document support.
- Main task about prepares and provide related document.
- Doing visa, work permit under BOI, prepare related documents.
- Office facilities, welcome guest, drivers and maid, manage meeting room schedules.
- Purchasing office suppliers.
- Travel arrangements (air tickets, transportation, accommodation for
- Support HR GA, update documents, reports and personal data files.
- HR Support, annual health checkup, renewal of health and life
- Coordinate with government department.
- Support top management level, recheck documents that related expenses claims
- Other tasks assigned in related job.

guests), office supplies, stationery, and office renovations.

insurance, air ticket and accommodation for business trip.

JOB REQUIREMENTS

- This position, salary around 25,000 - 27,000 THB + Bonus
- Graduate in institution of education level, bachelor's degree or higher.
- Over 1 years' experience in GA, Documents controller, HR Admin.
- Ability to communicate in English with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Petchburi, BKK

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Company Description