



PR/117683 | Japanese Speaking GA & Admin Manager (new set up) - Bangkok

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1552402

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 22nd, 2025 10:10

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

Position: Japanese-Speaking GA & Admin Manager

Location: Bangkok (BTS/MRT accessibility)

Industry: Technology

Working conditions: Monday- Friday 09.00-18.00

About the Role:

Our client, a newly established Japanese company in Thailand, is seeking a skilled GA & Admin Manager with Japanese language proficiency to lead and manage general affairs and administrative operations. This is a fantastic opportunity for candidates with a strong background in HR, labor law, and BOI procedures, especially those with experience in company setup and Japanese corporate culture.

Key Responsibilities:

- Manage general affairs and administrative tasks to support daily operations

- Lead company registration and setup processes in coordination with relevant authorities
- Develop and implement HR systems, policies, and procedures
- Ensure compliance with Thai labor laws and BOI regulations
- Handle employment contracts, payroll, and internal documentation
- Coordinate with suppliers, vendors, and government agencies
- Act as a key liaison between Thai and Japanese teams

Requirements:

- Bachelor's degree in business administration, HR, or related field
- Minimum 5–10 years of experience in HR-GA/Admin roles, preferably in a Japanese company or startup environment.
- Strong knowledge of Thai labor law and BOI procedures
- Japanese language proficiency – JLPT N2 or above required
- Excellent organizational and communication skills
- Ability to work independently and manage multiple tasks

Benefits:

- Competitive salary package
- Health insurance and social security
- Career development opportunities in a multinational setting
- Supportive and dynamic work environment

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY". We look forward to hearing from you!

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