



PR/117907 | JS Accounting and Admin and GA

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1556219

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

August 26th, 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

The Company is Japanese, now seeking for an experienced candidate to join as Senior Accounting and Finance (Workplace BKK)

Position: JS Accounting and Admin and GA

Location: BKK

Business: Trading service

Working hour: Monday – Friday, 09:00 AM – 18.00 PM

## Accounting Tasks

- Preparation of WHT documents and monthly reports
- Tax management, invoice management, and payments
- Point of contact for accounting consulting, payment recipients, and international business department operations

- Mailing various documents, handling procedures, and more

#### Administrative Tasks

- Reception of visitors and handling phone calls
- Restocking supplies
- Point of contact for various suppliers

#### General Administrative Assistant

- Arranging transportation for business travelers and handling documents in Thai

#### JOB REQUIREMENTS

- This position, salary around 50,000 THB
- Bachelor's degree in any related field
- At least 3-5 years' experience in accounting and taxation
- Good Japanese speaking & writing, reading skills
- Experience in accounting environment and administration work
- Computer skills in Microsoft Office (especially Excel) and basic experience in accounting software

**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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