



PR/117912 | Administrative (Japanese-speaking JLPT N2 or above)

## Job Information

### Recruiter

JAC Recruitment Thailand

### Job ID

1556222

### Industry

Restaurant, Food Service

### 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

Admin and Accounting (Japanese-speaking JLPT N2 or above)

Working Date and Time: Monday – Friday 9.00 – 18.00

**Location:** Bangkok (near BTS)

Key Responsibilities:

- Prepare and process invoices, expense claims, and reimbursement requests.
- Liaise with the outsourced accounting firm to ensure timely and accurate financial reporting.
- Provide all necessary documentation and information to support the accounting processes.
- Manage end-to-end recruitment activities, including posting job openings, screening candidates, and coordinating interviews.

- Oversee onboarding and offboarding procedures for employees.
- Monitor and maintain office supplies and equipment.
- Handle communications and correspondence with external partners and stakeholders.
- Ensure the efficient day-to-day operations of the office.
- Maintain organized records and documentation of all administrative tasks.

Qualifications:

- Proficiency in Japanese (JLPT N2 or higher) is required.
- Bachelor's degree in Business Administration, Accounting, Human Resources, or a related field.
- Proven experience in general affairs, accounting, or human resources.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and collaboratively within a team.

Benefits

- Health insurance
- OT
- Annual salary increases
- Perfect attendance
- Annual leave
- Provident fund

**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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

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Company Description