

インドの求人なら JAC Recruitment India

PR/109629 | Admin position / Japanese Consulting Firm

Job Information

Recruiter

JAC Recruitment India

Job ID

1556727

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 25th, 2025 14:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

■Job Description:

This is a dynamic administrative role within a startup environment, responsible for managing a wide range of back-office operations.

The position supports the smooth functioning of internal processes across departments including HR, finance, general administration, and vendor coordination.

■Key Responsibilities:

- · Oversee day-to-day office operations, including facility management, procurement, and vendor liaison
- · Support HR functions such as onboarding, attendance tracking, and employee documentation
- · Assist with finance tasks including invoice processing, expense tracking, and coordination with external accountants
- · Manage internal documentation, filing systems, and data entry
- · Coordinate meetings, travel arrangements, and logistics for team members and visitors
- · Ensure compliance with company policies and assist in preparing reports for audits or internal reviews
- · Act as a central point of contact for administrative queries from internal teams and external partners
- · Contribute to process improvements and help build scalable administrative systems suitable for a growing organization

■Requirements:

- · Experience in administrative or back-office roles, preferably in a startup or fast-paced environment
- Strong organizational and multitasking skills with attention to detail
 Ability to work independently and proactively in a dynamic setting
- · Good communication skills in English
- · Japanese language proficiency (N2 or higher)

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