



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

September 2nd, 2025 10:11

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

■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)

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Company Description