



PR/117993 | Admin

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1556833

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 16th, 2025 09:01

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

Admin and Accounting support (Workplace in Muang Thong Thani , Nonthanburi)

Position: Admin and Accounting support

Location: Muang Thong Thani , Nonthanburi

Business: Trading: Machine

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

JOB RESPONSIBILITIES

- Small company office, this position handle overall loops in Accounting, HR, Admin, Payroll, Coordinate with oversea, Legal, IT, and Government Affairs.
- Main in operation accounting tasks and office admin.
- Accounting Support, coordinate with accounting firm, issuing monthly payment vouchers, manage petty cash and related financial transactions, assist in payment processing and financial record-keeping.
- Admin support: oversee daily office operations for seamless workflow, prepare and manage correspondence, reports, and documentation.
- Doing visa, work permit.
- Office facilities, welcome guest, drivers and maid, manage meeting room schedules.
- Purchasing office suppliers.
- Travel arrangements (air tickets, transportation, accommodation for guests), office supplies, stationery, and office renovations.
- Coordinate with oversea and expats.
- Doing import export document.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 30,000 - 45,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Accounting or other in any related fields.
- Over 5 years' experience in Admin, office management, accounting.
- Able to work in local small office.
- Accept to work in Accounting and Office Admin tasks,
- Ability to communicate in English with foreigners.
- Able to communicate and write emails in English.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work at Muang Thong Thani , Nonthanburi

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>

Company Description