



PR/117995 | General Affair and Accounting Staff (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1556834

Industry

Other

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 2nd, 2025 10:58

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

Position: General Affair and Accounting Staff (Japanese Speaking)

Permanent position

Working Period: Monday – Friday from 09:00 to 18:00 (Public holiday will be shift)

Salary budget: 40K, Upon candidate experience and language proficiency

Job Description:

Accounting

- Coordinate and support accounting operations in collaboration with external accounting service providers.
- Prepare and organize necessary financial documentation for monthly and annual reporting.
- Monitor and manage company cash flow to ensure financial stability and operational efficiency.
- Review and analyze Profit & Loss (P&L) statements and Balance Sheets (BS) for accuracy and performance insights.
- Prepare financial reports and maintain regular communication with the Japan Headquarters to ensure alignment and

compliance with corporate standards.

Inventory Management

- Oversee inventory control processes in collaboration with shop staff.
- Ensure shop staff conduct regular stock checks and provide summarized inventory reports.
- Review and validate inventory summaries to maintain accurate stock records and support operational planning.

Qualification:

- Bachelor's Degree in any field.
- Minimum 1 year of working experience in accounting is highly preferred.
- Proficient in Japanese (Minimum JLPT N3).
- Proficient in English (Minimum Intermediate level).

Benefits:

- Salary increasement (1 time per year)
- Transportation allowance
- Meal allowance
- Language allowance
- Overtime

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Company Description