

タイの求人なら JAC Recruitment Thailand

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

November 11th, 2025 09:02

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

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.

- 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

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