



PR/118029 | Admin Staff (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1557726

Industry

Railway, Airline, Other Transport

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 03:00

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

OVERVIEW

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

Admin GA Staff (Japanese Speaking) (Workplace around BTS Chongnonsri, Bangkok)

Position: Admin GA Staff (Japanese Speaking)

Location: BTS Chongnonsri, Bangkok

Business: Trading

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

JOB RESPONSIBILITIES

- Handle overall loops in General Affairs, Admin, Japanese support, Office management.
- Making travel arrangements, such as booking flights, golf, cars, and making hotel and restaurant reservations.
- Order office supplies and research new deals and suppliers.
- Manage and control office asset, copier, printer, company car, mobile phone, pocket wifi and etc.
- Handle company mobile device related work such as Contact the service provider to book an international roaming package, order new phone, wifi pocket.
- HR support, social security-related work such as apply and control staff's social security benefit, expats TAX ID application.
- Arrange company event and activities, New year party, Staff outing, Staff health check, Gift basket, New year card.
- Japanese Interpreting, translation and communication support.
- Supporting Japanese or Thai staff in related issues.
- Control 90days report for Japanese expats.
- Record employee Leave for Drivers, in the attendance System
- Record summary leave days for Japanese and Thai staff in the Excel file.
- Other task as assigned.

JOB REQUIREMENTS

- This position, salary around 20,000 - 30,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Around 1 years' experience in GA, Admin, Japanese Interpreter.
- Japanese score, JLPT N3
- Extrovert character to lead company events.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Chongnonsri, Bangkok

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Company Description