



PR/117912 | Administrative (Japanese-speaking JLPT N2 or above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1558180

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 14th, 2025 12:02

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

Admin and Accounting (Japanese-speaking JLPT N2 or above)

Working Date and Time: Monday – Friday 9.00 – 18.00

Location: Bangkok (near BTS)

Key Responsibilities:

- Prepare and process invoices, expense claims, and reimbursement requests.
- Liaise with the outsourced accounting firm to ensure timely and accurate financial reporting.
- Provide all necessary documentation and information to support the accounting processes.
- Manage end-to-end recruitment activities, including posting job openings, screening candidates, and coordinating interviews.

- Oversee onboarding and offboarding procedures for employees.
- Monitor and maintain office supplies and equipment.
- Handle communications and correspondence with external partners and stakeholders.
- Ensure the efficient day-to-day operations of the office.
- Maintain organized records and documentation of all administrative tasks.

Qualifications:

- Proficiency in Japanese (JLPT N2 or higher) is required.
- Bachelor's degree in Business Administration, Accounting, Human Resources, or a related field.
- Proven experience in general affairs, accounting, or human resources.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and collaboratively within a team.

Benefits

- Health insurance
- OT
- Annual salary increases
- Perfect attendance
- Annual leave
- Provident fund

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