



PR/118115 | Admin (English-speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1559042

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 10:01

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

Admin Officer – FMCG Import & Export Company**Location:** Charoenkrung, Bangkok**Reporting to:** Director**Industry:** Cosmetics & Home Care (e.g., Shampoo, Sunscreen, Fresheners, Detergents)**Job Summary:**

We are looking for a proactive and bilingual Admin Officer to support our Bangkok office. This position is ideal for someone who is organized, communicative, and capable of working independently. The successful candidate will serve as a key point of contact for both internal and external stakeholders, providing support in translation, office coordination, and basic e-commerce tasks.

Key Responsibilities:

- Provide Thai-English and English-Thai translation during both online and offline meetings.
- Manage incoming calls, emails, visitors, and office supplies to ensure smooth daily operations.
- Scheduling & Coordination, organize meetings, appointments, and travel arrangements.

- Maintain accurate records and assist with basic reporting tasks.
- Liaise with Thai stakeholders and provide general support to the Director and team.

Qualifications:

- Strong command of Thai and English, both spoken and written.
- 1–2 years of experience in administrative or clerical roles preferred.
- Bachelor's degree in a related field (High school diploma acceptable; college degree or certification is a plus).
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Detail-oriented with strong organizational and communication skills.
- Ability to work independently and handle confidential information.

Working Conditions & Benefits:

Work Days: Monday - Friday

Working hours: 09:00–17:00

Location: On-site at Bangkok office (Charoenkrung)

Salary: THB 20,000–25,000/month (negotiable based on experience)

Benefits:

- Social Security
- Accident Insurance (negotiable)
- Annual Leave: 15 days/year

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.

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Company Description