

タイの求人なら JAC Recruitment Thailand

PR/118499 | Admin and Accounting (JLPT N3 or above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1565944

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 18th, 2025 10:08

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Admin and Accounting (JLPT N3 or above)

Salary Range: 30,000 - 45,000 THB

Work Location: Bangkok accessible by BTS

Job Descriptions:

Accounting & Finance

- Manage monthly payment processes and prepare accounting documents for submission to the accounting firm.
- Record expenses and invoices using accounting software (e.g., FlowAccount).
- Prepare internal monthly reports including cost & sales reports and cash flow forecasts.

- Review and verify all accounting-related documentation for accuracy and compliance.
- Control invoice issuance and ensure timely submission to customers as per requirements.
- · Coordinate with external accounting and audit firms.

Administration & Procurement

- Communicate and coordinate with suppliers and business partners to support operational needs.
- Purchase and manage office supplies and ensure inventory is maintained.

Human Resources & Compliance

- Handle documentation related to HR processes such as onboarding, leave records, and employee data.
- Submit visa and work permit applications for expatriate employees and liaise with relevant authorities.

General Support

· Provide assistance with ad-hoc tasks as requested by team members or assigned by the supervisor.

Qualifications

- Bachelor's degree in Business Administration, or a related field.
- 1+ years of experience in accounting, administration, or office management roles.
- Good in Japanese with JLPT N3 or above
- Proficiency in accounting software (e.g., FlowAccount) and Microsoft Office Suite (Excel, Word, PowerPoint).
- Strong organizational skills and attention to detail.
- · Good communication and interpersonal skills.
- Ability to manage multiple tasks and meet deadlines.
- Experience working with external vendors, accounting firms, or government agencies is a plus.
- Knowledge of Thai labor laws and visa/work permit processes is an advantage.

Benefits:

- · Health Insurance
- Provident Fund
- . Bonus avg 4 months
- Annual Leave

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