



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

January 27th, 2026 11:01

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

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Company Description