



## 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

**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