



PR/118511 | Application Processing and Admin

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1565952

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 18th, 2025 10:08

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

Admin and Document control (Workplace around BTS Asoke, BKK)

Position: Admin and Document control

Location: BTS Pleon Chit, BKK

Business: Engineering service

Working hour: Monday – Friday, 8.00 AM – 17.00 PM

JOB RESPONSIBILITIES

- New set up company, small company office, this position handle overall loops in Backoffice support, Admin, Sales Support, Document Control.
- Manage back-office operations and handle document related products, sales document.
- Ensuring smooth administrative processes and regulatory compliance.
- Manage daily back-office operations, including general administration, document control, and internal coordination.
- Prepare and submit application documents related to company.
- Provide visa, work permit, 90 days report, government filings.
- Liaise with local authorities, contractors, and internal teams to ensure timely and accurate documentation.
- Support accounting, HR coordination, and procurement tasks as needed.
- Purchasing office suppliers.
- Sales support, providing sales document support Sales staff, PO, Invoice, Quotations.
- Accounting support, Issue Withholding Tax Document and Payment Voucher/Receiving Voucher.
- Handle petty cash, bank transfer, PND, SSO.
- Coordinate with supplier and head office for shipment invoices, related documents then pass to customers.
- Manage office facilities, car parking, building, office equipment maintenance.
- Maintain organized records of contracts, applications, and project documentation.
- Assist with communication between the Thailand office and oversea headquarters.
- Support travelling arrangement, company car, booking flight, hotel, reimbursement.
- Other general administrative tasks.

JOB REQUIREMENTS

- This position, total salary package around 30,000 – 45,000 THB
- Graduate in institution of education level, bachelor's degree or higher in any related fields.
- Experience to work in manufacturing business, factory business will be advantage.
- Over 5 years' experience in back-office support, Admin, Document controller, Sales support
- Able to work in new set up company.
- Able to work in small size company, one man show.
- Ability to communicate in English with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Asoke, BKK

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Company Description