



PR/118575 | Admin

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1566558

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 20th, 2026 05:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Bilingual Administrative Assistant / HR Coordinator

???? Role Overview

As our first hire in Thailand, you'll be the backbone of our local operations. Reporting directly to the Founder, you'll manage essential administrative tasks, support HR processes, and ensure smooth communication between our global and local teams. This is a high-impact role for a proactive bilingual professional who thrives in fast-paced environments and wants to make a visible difference.

???? Key Responsibilities

- Administrative Support: Manage calendars, schedule meetings, and coordinate logistics for business development, including outreach to Thai restaurants and vendors.
- Translation & Communication: Provide real-time English–Thai translation for calls, emails, and meetings; localize documents such as contracts and marketing materials.
- HR Coordination: Assist with recruitment (posting ads, screening resumes, scheduling interviews), onboarding, and compliance with Thai labor laws.
- Compliance & Operations: Handle office setup, vendor payments, record-keeping, and ensure adherence to local regulations (e.g., social security registrations).
- Market Research & Support: Conduct light research on Thai F&B trends, prepare pitch decks, and track expansion milestones.
- Ad-Hoc Projects: Support expense reporting, travel arrangements, and product localization (e.g., Thai-language app UI).

???? Requirements

- Bachelor's degree in Business Administration, HR, Communications, or related field.
- 1–3 years of experience in administration or HR, ideally in startups, tech, or F&B.
- Fluent in English and Thai (spoken and written); Chinese is a plus.
- Strong organizational skills, detail-oriented, and proficient in Google Workspace/MS Office.
- Culturally sensitive and adaptable to Thai business norms.
- Independent, proactive, and comfortable working in a small on-site team.
- Thai national or valid work permit holder.

Preferred Skills

- Experience with HR tools (e.g., payroll setup via Deel) or recruitment in Thailand.
- Familiarity with F&B operations or tech startups.
- Basic knowledge of Thai labor laws (e.g., SSF contributions, probation periods).

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

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Company Description