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JAC Recruitment Thailand

PR/118591 | Accounting HR Assistant Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1567508

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 11:01

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location: Amata City, Chonburi

Industry: Manufacturing (Office Automation Components, Automotive Rubber Products, Foam Products)

Established: 2011

About Us:

We are a global manufacturing company specializing in high-quality components for office automation equipment and automotive products. Our operations in Thailand focus on delivering excellence and innovation to meet international standards.

Position: Accounting & HR Assistant Manager

Working Hours: Monday – Friday, 08:00 – 17:00 **Key Responsibilities:**

Accounting (70%)

- Supervise and manage accounting staff at multiple locations.
- Analyze and prepare P&L, Balance Sheet, and Cash Flow reports.

- Liaise with external accounting firm; identify irregularities and resolve issues.
- Conduct business performance evaluations and report to headquarters.
- Implement internal expense allocation policies with HQ and overseas offices.
- Perform accounts payable analysis and explain fluctuations.

HR (30%)

- Consult with external lawyers on legal matters and labor law compliance.
- Update internal rules and policies as per labor law amendments.
- Draft and finalize business contracts with customers.
- Future responsibility: Revise evaluation systems, bonus/salary assessments, and related policies.

Qualifications:

- Strong accounting background (P&L, BS, Cash Flow analysis).
- Experience in manufacturing industry.
- Proactive, logical thinker with problem-solving skills.
- English: Intermediate or above (for communication with management and overseas branches).

Benefits:

- Transportation allowance
- Meal allowance (THB 880/month)
- Bonus (approx. 3 months)
- Provident Fund
- Health Insurance

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