



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

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Company Description