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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**

December 30th, 2025 12:00

### 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**