



## PR/118998 | ACCOUNT STAFF

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1577610

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 7th, 2026 13:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Basic

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Account Staff

### Qualifications

- Bachelor's degree in Accounting with a minimum GPA of 2.5.
- 0–3 years of working experience; fresh graduates are welcome to apply.
- Strong English communication skills with a TOEIC score of at least 700 (please attach TOEIC certificate if available).
- Proficient in computer applications, particularly Microsoft Office (PowerPoint, Excel, and Word).
- Excellent interpersonal, communication, presentation, and facilitation skills.
- A strong team player who is willing to collaborate, share knowledge, and support others.
- Good decision-making and problem-solving abilities.
- Positive attitude with a strong service-minded approach.

## Job Responsibilities

### 1. Accounting Operations

- Review and verify supporting documents, and process applications, vouchers, and accounting transactions in the system.
- Record and manage accounting entries related to:
  - Freight imports
  - Insurance and prepaid expenses
  - Selling, General, and Administrative (SG&A) expenses

### 2. Fixed Asset Management

- Maintain, monitor, and control fixed asset records to ensure accuracy and compliance with company policies.

### 3. Process Improvement

- Initiate and support process improvement projects in collaboration with cross-functional teams.

### 4. Company Activities & Projects

- Participate in assigned company activities and projects, including coordination with overseas affiliates.
- Act as a committee member for internal company events and initiatives.

**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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