



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

June 2nd, 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.

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Company Description