



PR/119464 | Accounting & Admin Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1586609

Industry

Medical Device

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 14th, 2026 10:40

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities

- Handle accounting and administrative tasks, including document submission to accounting firms and coordination on basic accounting matters
- Prepare and manage billing-related documents such as **Quotations and Invoices**
- Maintain employee attendance records and support HR-related administration, including social security and insurance matters
- Perform banking-related tasks such as updating bank books and handling bank transactions
- Support general administrative duties as assigned

Qualifications

- Japanese language proficiency at **JLPT N3 level or above**
- At least **1 year of experience in accounting or administrative work**

- Basic accounting knowledge and understanding of bank payment procedures
- Experience in billing-related tasks, including preparation of quotations and invoices
- Able to manage HR and administrative tasks related to attendance, social security, and insurance
- Proficient in **Microsoft Excel**

Benefits

- Social Security
- Group Insurance
- Annual Health Check-up
- Bonus (twice a year)

Working Hours:

Monday – Friday, **09:00 – 17:30**

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