



## PR/119748 | Account HR & Admin Manager

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1599024

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 10:49

### General Requirements

**Minimum Experience Level**

Over 10 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**OVERVIEW**

The Company is Japanese, now seeking for an experienced candidate to join as

Accounting HR Admin Manager (Workplace around Central Bangna, BKK)

Position: Accounting HR Admin Manager

Location: Bangna, Bangkok

Business: Trading, Machine

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

## JOB RESPONSIBILITIES

- Small company office, this position handle overall loops in Accounting, HR, Admin, Payroll, Purchasing, Handle team.
- Main in Accounting, AP, AR, inventory, fixed assets, depreciation, rebate, and accrual transactions while managing the accounting team, costing, stock management.
- Ensure strict compliance with Thai Accounting Standards, tax regulations, and company policies.
- Closing account, month-end and year-end closing processes, including the preparation of financial statements and reports.
- Tax compliance and filings, VAT, WHT, and Corporate Income Tax.
- Manage tax compliance and filings, including VAT, WHT, and Corporate Income Tax (CIT).
- Manage budgeting, forecasting, financial performance and reporting to parent company in oversea.
- Costing control, stock checking
- Payroll, HR support, recruitment, welfare and benefits.
- Purchasing office suppliers.
- Admin support: oversee daily office operations for seamless workflow, prepare and manage correspondence, reports, and documentation.
- Doing report and update with oversea headquarter.
- Other tasks assigned in related job.

## JOB REQUIREMENTS

- This position, salary around 80,000 - 100,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Accounting.
- Holding CPD license for closing account
- Over 10 years' experience in Accounting, Office Admin, HR, Office Management
- Over 5-6 years in Management level
- Able to work in local small office.
- Ability to communicate in English speaking with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Bang Na, Bangkok

**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