



PR/119802 | Accounting HR Assistant Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1599050

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 10:50

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities

Accounting (70%)

- Financial Analyst
- Supervise and manage accounting teams across multiple company locations.
- Prepare and analyze P&L, Balance Sheet, and Cash Flow reports.
- Coordinate with external accounting firms, identify irregularities, and resolve issues promptly.
- Evaluate business performance and present reports to headquarters.
- Implement internal expense allocation policies with HQ and overseas offices.

- Perform accounts payable analysis and explain variances.

HR (30%)

- Coordinate with external lawyers on legal matters and labor law compliance.
- Update and maintain internal rules and policies according to labor law amendments.
- Draft, review, and finalize business contracts with customers.
- Future Responsibility: Lead improvements in evaluation systems, bonus/salary assessment frameworks, and HR-related policies.

Qualifications

- Strong accounting background including P&L, Balance Sheet, and Cash Flow analysis.
- Experience in the manufacturing industry.
- Proactive, logical thinker with strong problem-solving abilities.
- English proficiency: Intermediate or above (for communication with management and overseas branches).

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Company Description