



PR/119992 | Administrative Director

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1600923

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 4th, 2026 11:00

General Requirements

Minimum Experience Level

Over 10 years

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

Job Summary

We are seeking a highly experienced and strategic Administrative Director to oversee all administrative and support functions within the organization. This role is critical in ensuring efficient operations, supporting business objectives, and driving organizational excellence.

Key Responsibilities

- Develop and implement policies, strategies, and plans related to overall administrative management
- Oversee administrative operations, office systems, and drive the adoption of technology to improve efficiency
- Lead and manage Human Resources functions, including workforce planning, recruitment, development, performance

management, and organizational discipline

- Supervise accounting, financial operations, budgeting, cost control, and asset management
- Manage procurement processes to ensure effective and transparent purchasing that supports operations and production
- Ensure compliance with company policies, legal requirements, and regulatory standards
- Coordinate with internal departments, external partners, and government authorities
- Analyze issues, make strategic decisions, and resolve administrative challenges
- Report operational performance and key updates to senior management

Qualifications

- Bachelor's degree or higher in Business Administration, Management, or a related field
- Strong command of English (speaking, reading, and writing)
- Male or Female, aged between 45 – 50 years

Experience Requirements

- Minimum 20 years of experience in administrative or related roles within a manufacturing environment
- At least 10 years in a senior management or executive-level position
- Experience in the automotive industry will be an advantage

Key Skills & Competencies

- Strong leadership and decision-making abilities
- Strategic thinking and problem-solving skills
- Excellent communication and coordination skills
- High level of integrity and compliance awareness
- Ability to manage multiple functions and drive organizational efficiency

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Company Description