



PR/120095 | Admin (Japanese-speaking N3 or above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1603142

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 21st, 2026 11:09

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

Admin (Japanese-speaking N3 or above)**Job Responsibilities:**

- Handle HR and administrative tasks, including employee onboarding/offboarding, recruitment coordination, employee benefits administration, visa/work permit support for Japanese employees, travel arrangements, and general office administration.
- Manage accounting and finance operations, including petty cash, accounts receivable/payable, bank transactions, payroll verification, monthly reports, and overseas payment processing.
- Coordinate with customers, suppliers, the Japan headquarters, auditors, accounting firms, and external service providers to ensure smooth business operations.
- Prepare and manage accounting documents, invoices, receipts, payment records, and support annual audits and statutory requirements.

- Provide interpretation and translation support (Thai–Japanese–English) related to taxation, government regulations, and company documentation when required. **Qualifications:**
- At least 1 year of work experience (experience in Administration or Accounting will be an advantage)
- JLPT N3 level or above
- Good health and able to work under pressure
- Able to work overtime

Benefits:

- Bonus twice a year (depending on company performance)
- Annual health check-up
- Group insurance / Social Security
- Overtime pay

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