



PR/120182 | Assisant Admin Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1607142

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 05:00

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

Job Description

- Oversee daily administrative operations to ensure smooth and efficient office management.
- Manage office facilities, supplies, and service providers, maintaining a productive and well-organized work environment.
- Handle purchasing and procurement of office supplies, equipment, and other internal operational requirements.
- Coordinate with vendors and suppliers regarding quotations, deliveries, invoices, and service agreements.
- Provide administrative support and serve as a key contact point for employees and internal stakeholders, delivering a high level of service.
- Support management with process improvements, office projects, company activities, and other administrative initiatives.

Requirement

- Bachelor's degree in business administration or a related field.
- 10 years of experience in Administration, Office Management, or General Affairs.
- Conversational English communication skills.
- Strong service mindset and enjoys interacting with people at all levels.
- Good coordination, negotiation, and organizational skills.
- Proficient in Microsoft Office applications.

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Company Description