



PR/120241 | AP, HR & General Affairs Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1607781

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 10:38

General Requirements

Minimum Experience Level

Over 3 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

Accounts Payable (AP) and AdminLocation: Bangkok (BTS accessible)

Key Responsibilities

- Manage end-to-end Accounts Payable (AP) processes, including invoice verification, PO matching, payment processing, and vendor account management.
- Coordinate with outsourced accounting service providers to ensure accurate financial records, tax compliance, and timely month-end and year-end closing activities.
- Prepare payment schedules and process vendor payments in compliance with VAT and withholding tax (WHT) regulations.
- Support internal and external audits by organizing accounting records and preparing required supporting documentation.
- Assist with HR operations, including recruitment coordination, onboarding, employee records management, payroll administration support, and employee benefits administration.

- Ensure HR documentation and processes comply with applicable labor laws, company policies, and confidentiality requirements.
- Provide administrative support for office operations, facilities management, contract administration, and vendor coordination.
- Liaise with external service providers and government authorities on administrative, regulatory, and compliance matters.
- Support expatriate administration by coordinating visa and work permit processes through outsourced service providers.
- Organize company events, employee engagement initiatives, travel arrangements, and other general corporate administration activities.

Requirements

- Fluent in Thai and good command of English.
- Bachelor's degree in Accounting, Finance, Business Administration, Human Resources, or a related field.
- 3-5 years of experience in Accounting, Accounts Payable, Finance Operations, or Administrative Support.
- Solid knowledge of withholding tax (WHT), VAT regulations, and related accounting processes.
- Experience coordinating with external accounting firms or outsourced service providers is an advantage.
- Strong understanding of accounting principles and financial documentation.
- Ability to handle sensitive HR and employee information with a high level of confidentiality and professionalism.
- Excellent coordination, interpersonal, and teamwork skills with a positive, service-oriented attitude.
- Strong organizational, communication, and problem-solving skills.
- Proficiency in Microsoft Office applications, particularly Excel.
- Ability to manage multiple priorities and work effectively in a fast-paced environment.

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Company Description