



JAC Recruitment

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JAC Recruitment Thailand

PR/120309 | JS Admin Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1609920

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 13:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

General Admin Manager (Japanese Speaking N3) (Workplace around Lamlukka, Pathumthani)

Position: General Admin Manager (Japanese Speaking N3)

Location: Lamlukka Klong 8, Pathumthani

Business: Chemical Plating

Working hour: Monday – Friday, 8.00 AM – 17.00 PM

JOB RESPONSIBILITIES

- Working in small-size office environment. Oversee multitasks in Admin, GA, HR, Japanese Interpretation and Translation, accounting support, purchasing, ISO, and coordination activities, complete these duties independently.
- Provide general administrative support to activities and ensure efficient day-to-day operations.
- Purchasing, oversee the procurement of chemicals, raw materials, and equipment parts used in plating operations.
- Source suppliers, negotiate pricing and terms, issue purchase orders and maintain accurate procurement records and supplier databases.
- HR, employee attendance and leave records.
- Support HR operations, employee relations, and general workforce administration.
- Visa & Work Permit Support, process visa and work permit applications, renewals, and related documentation.
- Ensure compliance with Thai labor and immigration regulations.
- ISO Documentation, manage and update ISO-related documents, ensuring proper compliance and timely revisions.
- Accounting Support, collect and prepare documents for submission to external accounting firm.
- Interpretation and Translation, provide on-site interpretation between Japanese and Thai staff when required.
- Coordinate with building management, vendors, and service providers for office maintenance, security, cleaning, travel & arrangements and IT telecom services.
- Manage office supplies, equipment, and facilities.
- Other tasks as assigned.

JOB REQUIREMENTS

- This position, salary range around 30,000 - 40,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Japanese language or other related fields.
- Holding at least Japanese JLPT N3 Certificate or above
- Long-term working commitment and job stability.
- Able to work in small-size company office.
- Able to work with team Generation X, Baby Boomer.
- Experience over 10 years' experience in HR, GA, Office Admin, Back office management.
- Experience in purchasing and procurement in manufacturing or chemical industry.
- Hands-on experience in HR administration, including employee attendance management.
- Understanding of Thailand's visa and work permit application and renewal processes.
- Knowledge of ISO standards, documentation control, and compliance procedures.
- Ability to communicate in Japanese (JLPT N3).
- Able to work in local and Japanese culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Lamlukka Klong 8, Pathumthani

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