

PR/120787 | General Affairs (GA) Officer

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1623433

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:32

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

- Handle visas, work permits, and their renewals for expatriates and their families
- Arrange and manage expatriate housing, including lease contracts and landlord relations
- Manage company cars and drivers
- Arrange hotels, flights, and airport pickups for management, staff and visitors from other countries
- Organize business dinners and hospitality for visiting executives and customers Manage office facilities, maintenance, and supplies
- Manage the office lease and the building management relationship
- Negotiate and maintain contracts with vendors and service providers
- Process vendor invoices for payment

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- Negotiate and maintain contracts with vendors and service providers
- Process vendor invoices for payment
- Maintain the relationship with the company's banks
- Issue the company invoice and process the collection
- Manage vendor’s invoice and process the payment
- Maintain the petty cash, reimbursement, allowance and claims for business trip
- **Required**
  Bachelor's degree in any field
  Minimum 5 years of General Affairs experience, preferably in a Japanese company
  Proficient in English
  Fluent in Thai
  Working knowledge of Thai visa and work permit procedures for foreign employees
  Good computer skills (Microsoft Office)

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Company Description