JAC Recruitment

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JAC Recruitment Thailand

PR/120828 | MD Support (Admin and secretary)

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1623949

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
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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

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

Admin and Secretary (Workplace around BTS Pleon Chit, BKK)

Position: Admin and secretary, MD Support

Location: BTS Pleon Chit, BKK

Business: Machine

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

JOB RESPONSIBILITIES

- New set up company, representative office, small company office, this position handle overall loops in Backoffice support, Admin, accounting, Secretary, office management, Sales Support.
- Handling accounting documents with account outsource, submit accounting documents to agency.
- Assistance with materials research: standards, production countries, prices in Thailand and surrounding ASEAN countries for steel and other materials.
- Assistance with research on various certification standards: welding, electrical, pricing in Thailand and surrounding ASEAN countries.
- Investigation and development of manufacturing subcontractors, including company and factory visits.
- Investigation and development of parts suppliers, including company and factory visits.
- Assistance in drafting contracts and related documents for production subcontractors.
- Management of manufacturing processes at subcontractors.
- Coordination and communication with ordering parties.
- Communication and coordination regarding import/export activities and preparation of related documents.
- Small-scale accounting management.
- Interpretation services for meetings with company representatives (English - Thai).
- Communication and coordination with accounting firms.
- Support for business travellers
- Support for expatriates (families) and business travellers.
- Provide visa, work permit, 90 days report.
- Oversee daily office operations.
- Support travelling arrangement, company car, booking flight, hotel, reimbursement.
- Other general administrative tasks.

JOB REQUIREMENTS

- This position, total salary package around 25,000 – 34,000 THB
- Graduate in institution of education level, bachelor’s degree or higher in any related fields.
- Experience to work in manufacturing business, factory business will be advantage.
- Over 2 years’ experience in back-office support (will handle to submit accounting documents to agency)
- Able to work in new set up company.
- Able to work in small size company.
- Ability to communicate in English with foreigners.
- Able to communicate and write emails in English.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel

- Able to travel to work around BTS Pleon Chit, BKK

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