



## PR/117032 | Admin Coordinator

### 募集職種

#### 人材紹介会社

ジェイ エイ シー リクルートメント タイランド

#### 求人ID

1537169

#### 業種

その他（商社）

#### 雇用形態

正社員

#### 勤務地

タイ

#### 給与

経験考慮の上、応相談

#### 更新日

2025年04月30日 16:21

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### • RESPONSIBILITIES

##### Finance:

- To verify staff claims submitted to ensure it complies with the company policies.
- To verify on invoices received from users (relevant departments) and ensure that Purchase Orders (PO) have been raised for the related purchases, and PO amount is sufficient.
- To assist in preparation of payment vouchers and ensure that approved supporting documents received.
- To assist in checking of BTQ invoices to ensure that appropriate supporting documents submitted to finance.
- To assist in checking funds received from credit card companies and transfer of funds from customers.
- To assist the finance team in preparation of VAT and WHT filling.
- To assist finance team in administrative matters such as filing of documents, organization of finance storage and scanning of documents.
- Any ad-hoc duties assign by Finance team.

##### Marketing:

- To raise PO, coordinate with vendor on account creation and payment for all marketing related expenses.
- Monthly tracking on PR coverage.

- Inventory management on all marketing related items, to check the quantity and quality of the shipment received, to keep track of the items in our warehouse, assist to pack gifts and attain to other ad hoc logistic request.

General:

- To coordinate with supplier/contractor for the general maintenance in the boutique and office.
- To assist in setting up the meeting room/company event when required.

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会社説明