



PR/117167 | Office Manager

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

1540335

業種

レストラン・フードサービス

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05月20日 12:15

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

Office Manager

Job description.

Administrative Duties:

- Support office facilities.
- Handle general purchasing for the office.
- Attend to guests and delivery personnel.

Accounting Duties:

- Perform daily accounting functions.

- Liaise with bankers, accounting firms, and other vendors.
- Handle a full set of accounts.

HR Responsibilities:

- Manage and oversee the entire onboarding and offboarding process.
- Handle general HR issues such as attendance and leave.

IT Coordination:

- Liaise with IT vendors.

Logistics Responsibilities:

- Process orders and arrange delivery schedules.
- Coordinate with freight forwarders and transporters for dispatching goods.
- Liaise with clearing agents for importing cargo.
- Arrange samples for customers.

Requirements:

- Strong verbal and written communication skills in Thai and English.
- Excellent organizational and multitasking abilities.
- Detail-oriented with the ability to handle confidential information.
- Proficiency in office software (Microsoft Office Suite and QuickBooks or other accounting software).
- Strong interpersonal skills to interact positively with all employees.
- 3-5 years of experience in administrative support, accounting, or logistics.
- Bachelor's degree in Business Administration, Accounting or a related field.