



## PR/117224 | Administrative and Office operations (Japanese speaking JLPT N3+)

### 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

1540390

#### 業種

ビジネスコンサルティング

#### 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 12:16

### 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

**Position:** Administrative and Office operations (Japanese speaking JLPT N3+)

**Business:** Consulting Firm

**Location:** Saldaeng

**Working Date and Time:** Monday – Friday at 9:00-17:15 (Flexible time)

#### Key Responsibilities:

- Support accounting processes in collaboration with an outsourcing company.

- Key in daily and monthly accounting information accurately.
- Manage accounts receivable and payable operations.
- Prepare and issue invoices and handle payments.
- Communicate effectively with the Japanese HQ Accounting team, primarily via email.
- Coordinate with an outsourcing company for Visa and Work Permit processes for Japanese staff.
- Assist with other administrative tasks as needed.

**Qualifications:**

- Bachelor's degree in business administration, or a related field.
- At least 1 year experience in accounting and administrative roles.
- Proficiency in Japanese language JLPT N2 or higher
- Proficiency in MS Office.
- Strong organizational and multitasking skills.
- Excellent communication skills, especially in email correspondence.
- Ability to work independently and as part of a team.

**Salary range:** Total Salary 45,000 – 50,000 THB

**Benefits:**

- Actual Transportation
- Meal Allowance
- Perfect Attendance
- Language Allowance
- Business Trip Allowance
- Provident Fund
- OT
- Bonus

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会社説明