



PR/117241 | Office Manager (Japanese Speaking - N1, N2)

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

1540401

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 12:16

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

We provide healthy food bento from Japan, and looking for Backoffice Manager to help run the business smoother.

Job Title: Office Manager (Japanese Speaking - N1, N2)

Business Type: Food & Beverage

Location: Asoke, Bangkok

Job Type: Full-Time, Monday-Friday 08:00-17:00 hrs.

Responsibilities:

- Establishing the Bangkok representative office
- Building the organization and systems
- Managing practical operations such as Administration, Accounting, Legal, HR, IT, and Government Affairs
- Searching for and hiring partners
- Acting as the communication liaison with the Japan headquarters

Qualifications:

- Accounting knowledge / Have study in Japan / Working at Japanese company / Working at New set up company
- Individuals who resonate with the philosophy and direction of the company
- Those who feel attracted to the challenge of being a Game Changer.
- People who can set forecasts (planning and working backward from goals).
- Individuals who possess a spirit of collaboration.

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click “APPLY” We look forward to hearing from you!

会社説明