



## PR/117296 | Finance and Administration

### 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

1540458

#### 業種

その他

#### 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 12:18

### 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

#### Finance and Administration

We are now looking for Finance and Administration for our client in Logistic Company.

Location : Bangkok

#### Job Responsibilities:

- Manage daily cash and bank transactions, including income and expenses.
- Maintain and verify the cash and bank journal regularly.
- Review and organize reimbursement documents, monitor company funds, and alert for any financial anomalies.
- Prepare and submit monthly financial reports.
- Handle administrative tasks such as office maintenance and office equipment management.
- Oversee employee attendance, onboarding, and social security procedures.
- Manage office inventory and control administrative assets efficiently.
- Handle procurement, registration, and distribution of office supplies.
- Support recruitment, training, staff management, employee engagement, and corporate culture initiatives.

#### Job Requirements:

- Bachelor's degree or higher, preferably in finance or a related field.
- Strong work ethic, resilience, and ability to handle high workloads over long hours.

- Excellent learning skills and proactive work attitude.
- Proficiency in **Thai, English, and Chinese**, with the ability to use multiple languages effectively.

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会社説明