



## PR/117339 | Back office Staff (Japanese-speaking JLPT N2 or equivalent)

### 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

1542528

#### 業種

アミューズメント・エンターテインメント

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

経験考慮の上、応相談

#### 更新日

2025年05月27日 10:55

### 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

Job Title: Back Office Staff (Japanese-speaking JLPT N2 or equivalent)

Location: Asoke, Bangkok

Company: New set up Entertainment Company

Job Type: Full-time

Working Time: Monday – Friday 9.00 – 18.00

Job Description: As a Back Office Staff member, you will play a crucial role in supporting the day-to-day operations of our company. Your responsibilities will include administrative tasks, coordination, and communication with various departments to ensure smooth and efficient workflow.

#### Key Responsibilities:

- Perform general administrative duties such as filing, data entry, and document management.

- Coordinate and schedule meetings, appointments, and events.
- Support visa and work permit applications for employees.
- Coordinate accounting documents with outsourced accounting services.
- Interpret and translate in Thai, English, and Japanese language during meetings and documents.
- Communicate effectively with internal and external stakeholders.
- Support HR functions including recruitment, onboarding, and employee relations.
- Manage office supplies and equipment.

Qualifications:

- Proficiency in Japanese (JLPT N2 or equivalent).
- Previous experience in an administrative or back-office role in new-set up company is preferred.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Attention to detail and problem-solving abilities.

---

会社説明