



## PR/117352 | Accounting and HR support staff

### 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

1543418

#### 業種

その他（メーカー）

#### 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06月03日 10:44

### 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

#### OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

Accounting and HR Admin Support (Workplace around Central Bangna, BKK)

Position: Accounting and HR Admin Support

Location: Bangna Thani Building, Bangna – Trad 46, Bangkok

Business: Trading: Machine

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

## JOB RESPONSIBILITIES

- Small company office, this position handle overall loops in Accounting, HR, Admin, Payroll.
- Main in operation accounting tasks and HR Admin.
- Accounting Support: issuing monthly payment vouchers, manage petty cash and related financial transactions, assist in payment processing and financial record-keeping.
- HR support: process payroll, HR operations and provide reports to headquarter, handle staff expense reimbursements and attendance tracking.
- Admin support: oversee daily office operations for seamless workflow, prepare and manage correspondence, reports, and documentation.
- Other tasks assigned in related job.

## JOB REQUIREMENTS

- This position, salary around 30,000 - 45,000 – 50,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Accounting
- Over 3-4 years' experience in Accounting, Payroll.
- Able to work in local small office.
- Accept to work in Accounting and HR Admin tasks,
- Ability to communicate in English with foreigners.
- Able to communicate and write emails in English.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Bangna Thani Building, Bangna – Trad 46, Bangkok

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会社説明