



PR/117370 | Backoffice support

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

1543429

業種

ITコンサルティング

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

Back Office Support and Accounting support (Workplace around BTS National Stadium, BKK)

Position: Back Office Support and Accounting support

Location: BTS National Stadium, BKK

Business: IT Platform

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

(Having WFH 1-2 days per week)

JOB RESPONSIBILITIES

- New set up company, representative office, small company office, this position handle overall loops in Backoffice support, admin, accounting, HR, office management.
- Handling accounting documents with account outsource.
- Preparation of withholding tax, create invoices, checking of tax invoices.
- Providing BOI document.
- Provide visa, work permit, 90 days report.
- Oversee daily office operations.
- Support travelling arrangement, company car, booking flight, hotel, reimbursement.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 30,000 – 45,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Accounting or any related fields.
- Over 3-4 years' experience in Admin, Accounting
- Able to work in new set up company.
- Able to work in small size company.
- 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 BTS National Stadium, BKK

会社説明