



PR/117406 | Accounting and Administrative Office

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

1543997

業種

化学・素材

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10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

Accounting and Administrative Officer

Location : Bangkok (Rama 4)

The role involves managing accounting processes and administrative tasks, ensuring compliance with financial regulations, and maintaining efficient office operations.

Education & Experience

- Bachelor's degree in Accounting, Business Administration, or related field
- 5–10 years of accounting experience

Key Skills

- Strong organizational and attention to detail
- Ability to multitask effectively

- Excellent coordination and problem-solving skills
- Flexible and adaptable to changes
- Knowledge of accounting laws and regulations
- Basic English proficiency for daily conversation

Technical Tools

- Proficiency in Microsoft Office Suite
- Familiarity with accounting software

Key ResponsibilitiesAccounting Duties

- Handle full sets of accounts and ensure tax compliance
- Manage invoices, billing, and receipts
- Track overdue accounts and follow up on payments
- Prepare financial and tax reports
- Oversee petty cash transactions and banking activities
- Maintain financial records and support external audits
- Conduct inventory checks and VAT reconciliation

Administrative Duties

- Manage incoming calls and guest reception
- Arrange meeting rooms and coordinate office events
- Handle office supplies, business cards, and uniforms
- Coordinate building access, parking, and facility management
- Process government filings (TM30, 90-day reports)
- Maintain office documentation and fixed asset records

会社説明