



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/117432 | Assistant to GM (Japanese Speaking)

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

1544765

業種

小売

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17日 10:19

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

Location: Amata City Industrial Estate, Rayong

Working day: Mon - Fri

Job Description:

We are seeking a dedicated and detail-oriented individual to assist our Japanese manager in the costing department. This is a new position created to support the manager, who is currently handling costing tasks on their own. The role primarily involves working closely with the manager on various tasks but is not directly related to accounting.

Key Responsibilities:

- Assist the Japanese manager with data collection, analysis, and report creation.

- Organize and compile data for reporting purposes.
- Support in general administrative tasks as required by the manager.
- Analyze and prepare reports using Excel.

Requirements:

- No specific educational background required—any degree is acceptable.
- Strong expertise in Excel is a must (data handling, reporting, etc.).
- Experience in accounting is a plus, but not necessary.
- Good communication skills in English (Japanese language skills are a plus).

Transportation Van Route

- Eastern Seaboard-Hua Kunchae Line
- Kao Kayai-Bueng Thong Line
- Sriracha-Bowin Condominium Line
- Sahapat Group-Laem Chabang Line
- Prong sa ked nai Line
- Pamaprao Line
- Kao Mai Kaew Line
- Huay Prab-Talad Sasi Line (Huay Prab-Sasi market place)
- Sapan-si Line
- Pluakdaeng Line (2 cars)

Allowances:

1. Bonus 2 - 3 months /year
2. Annual Party
3. Birthday gift
4. Personal Insurance group
5. Provident fund
6. Childbirth benefit
7. Housing Contribution
8. Money Subsidy for Wedding, Childbirth and Funeral allowance
9. Other