



## PR/117587 | GA Officer

### 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

1546429

#### 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07月01日 17:34

### 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

GA Staff, Document support (Workplace around MRT Petchburi, Bangkok)

Position: GA Staff, Document support

Location: MRT Petchburi, New Petchburi Road, Bangkok

Business: Logistics

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

## JOB RESPONSIBILITIES

- Handle overall loops in GA, Admin, Document support.
- Main task about prepares and provide related document.
- Doing visa, work permit under BOI, prepare related documents.
- Office facilities, welcome guest, drivers and maid, manage meeting room schedules.
- Purchasing office suppliers.
- Travel arrangements (air tickets, transportation, accommodation for
- Support HR GA, update documents, reports and personal data files.
- HR Support, annual health checkup, renewal of health and life
- Coordinate with government department.
- Support top management level, recheck documents that related expenses claims
- Other tasks assigned in related job.

guests), office supplies, stationery, and office renovations.

insurance, air ticket and accommodation for business trip.

## JOB REQUIREMENTS

- This position, salary around 25,000 - 27,000 THB + Bonus
- Graduate in institution of education level, bachelor's degree or higher.
- Over 1 years' experience in GA, Documents controller, HR Admin.
- Ability to communicate in English with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Petchburi, BKK

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会社説明