



## PR/117017 | Senior Admin (level senior supervisor - Assistant Manager)

### 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

1549074

#### 業種

その他（商社）

#### 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09月02日 06:00

### 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

Senior Office Management Admin Accounting HR (Workplace at BKK and Chachoengsao)

Position: Senior Office Management Admin Accounting HR

Location: MRT Silom, BTS Saladaeng, Bangkok and Chacheongsao

Business: Engineering

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

## JOB RESPONSIBILITIES

- Handle tasks related with Office Management, HR, GA, Accounting.
- Purchasing engineer equipment, asset control.
- Handle renew license certificate, ISO work.
- Manage travelling cost, reimbursement.
- Control building cost both Bangkok branch and Chacheongsao branch.
- Check Time attendance, manage shift work for staff.
- Accounting work, issue invoice, tax invoice, control cash advance, control assets and company car.
- Manage welfare, Group Insurance & Annual Health Check, Medical Expense Control.
- GA Support, company event and activities, 5 Sor, HRD, HRM, recruitment staff, payroll, training, ER.
- Other tasks as assigned

## JOB REQUIREMENTS

- This position, salary around 40,000 - 50,000 THB
- The candidate is required over 4 years in Accounting, Office Management, HR, GA.
- Knowledge in Thai labor laws will be advantage.
- Graduate in institution of education level, bachelor's degree or higher in Accounting, English, Management or any related fields.
- Ability to communicate in English with foreign boss.
- Extrovert character, willing to meet with people.
- Available to work in pressure, proactive, rush environment.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Silom, BTS Saladaeng, Bangkok and Chacheongsao

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明