



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30日 02:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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 Admin, Purchasing, Accounting, HR (Workplace at Bangpakong, Chachoengsao)

Position: Senior Office Admin, Purchasing, Accounting, HR

Location: Bang Samak, Bangpakong, Chacheongsao

Business: Engineering Maintenance

Working hour: Monday – Friday, 8.00 AM – 17.00 PM

JOB RESPONSIBILITIES

- Handle tasks related with Office Management, HR, Purchasing, GA, Accounting.
- Purchasing engineer equipment, asset control, dealing with suppliers, delivery control.
- Handle renew license certificate, ISO work.
- Manage travelling cost, reimbursement.
- Control building expense, budget of office 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 6 years in GA Admin, 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.
- Able to work in small office, one man show.
- Available to work in pressure, proactive, rush environment.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Bangsamak, Bangpakong, 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