



## 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

1549222

#### 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08月19日 11:02

### 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

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会社説明