



## PR/117524 | Administration Assistant

### 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

1549362

#### 業種

ITコンサルティング

#### 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08日 17:13

### 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

Administration Assistant (Workplace around MRT Silom, BTS Saladaeng, Bangkok)

Position: Administration Assistant

Location: MRT Silom, BTS Saladaeng, Bangkok

Business: IT

Working hour: Monday – Friday, 9.00 AM – 18.00 PM , WFH 1 day per week

## JOB RESPONSIBILITIES

- Handle overall loops in small company, doing Admin, Sales support, Accounting support tasks.
- Translate internal document, announcements from Thai to English.
- Monthly expense claims.
- Schedule coordination of meetings, interviews and booking meeting rooms
- Manage, Order office supplies
- Prepare internal approval applications (purchase, contract signing, etc.)
- Business trip arrangements (domestic and international business trips, transportation, etc.)
- Booking internal external dinners.
- Arrange birthday gifts events for employees.
- Support Marketing, Sales, and Customer Success Team's activities.
- Coordinate oversea.
- Support related to marketing, sales, customer success will be required.
- Other tasks assigned in related job.

## JOB REQUIREMENTS

- This position, salary around 20,000 - 30,000 THB
- Thai Native Speaker only
- Graduate in institution of education level, bachelor's degree or higher.
- Over 1 years' experience in Office Admin, Sales Coordinator, Secretary
- Ability to communicate in English with foreigners.
- TOEIC Score over 700+ will be advantage to ensure can communicate with foreigners.
- Working with new gen members, Gen Z, Gen Y, new generation atmosphere
- Accept to work in small company.
- Able to work in IT company culture, fast and active.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Silom, BTS Saladaeng, Bangkok

**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