



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

1549432

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08月05日 18:00

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

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

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