



## PR/117683 | Japanese Speaking GA & Admin Manager (new set up) - Bangkok

### 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

1552402

#### 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19日 08:01

### 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

Position: Japanese-Speaking GA & Admin Manager

Location: Bangkok (BTS/MRT accessibility)

Industry: Technology

**Working conditions:** Monday- Friday 09.00-18.00

#### About the Role:

Our client, a newly established Japanese company in Thailand, is seeking a skilled GA & Admin Manager with Japanese language proficiency to lead and manage general affairs and administrative operations. This is a fantastic opportunity for candidates with a strong background in HR, labor law, and BOI procedures, especially those with experience in company setup and Japanese corporate culture.

#### Key Responsibilities:

- Manage general affairs and administrative tasks to support daily operations

- Lead company registration and setup processes in coordination with relevant authorities
- Develop and implement HR systems, policies, and procedures
- Ensure compliance with Thai labor laws and BOI regulations
- Handle employment contracts, payroll, and internal documentation
- Coordinate with suppliers, vendors, and government agencies
- Act as a key liaison between Thai and Japanese teams

Requirements:

- Bachelor's degree in business administration, HR, or related field
- Minimum 5–10 years of experience in HR-GA/Admin roles, preferably in a Japanese company or startup environment.
- Strong knowledge of Thai labor law and BOI procedures
- Japanese language proficiency – JLPT N2 or above required
- Excellent organizational and communication skills
- Ability to work independently and manage multiple tasks

Benefits:

- Competitive salary package
- Health insurance and social security
- Career development opportunities in a multinational setting
- Supportive and dynamic work environment

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY". We look forward to hearing from you!

**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