



PR/117711 | Store Operations Administrator 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

1552416

業種

レストラン・フードサービス

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22日 10:10

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

Store Operations Administrator Assistant manager

Salary: THB 35,000–38,000 (Total Package)

Location: Bangkok (Accessible by BTS)

Qualifications:

- Bachelor's degree or higher in any discipline
- Prior experience in contract and legal document management is a plus
- Fluent in English (reading, writing, listening)
- Strong negotiation skills

Key Responsibilities:

Contract & Documentation:

- Review and translate store lease agreements into English for submission to headquarters.
- Organize and maintain contracts and related documents via Google Drive.
- Monitor contract renewal schedules and ensure timely renewals.
- Manage NDA agreements.
- Verify landlord details at the Land Department

Maintenance & Coordination:

- Develop and manage workflow applications within the system.
- Coordinate with suppliers.
- Assist with mall entry permit applications.

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