



PR/117907 | JS Accounting and Admin and GA

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

1556219

業種

その他

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09月09日 03:00

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

The Company is Japanese, now seeking for an experienced candidate to join as Senior Accounting and Finance (Workplace BKK)

Position: JS Accounting and Admin and GA

Location: BKK

Business: Trading service

Working hour: Monday – Friday, 09:00 AM – 18.00 PM

Accounting Tasks

- Preparation of WHT documents and monthly reports
- Tax management, invoice management, and payments
- Point of contact for accounting consulting, payment recipients, and international business department operations

- Mailing various documents, handling procedures, and more

Administrative Tasks

- Reception of visitors and handling phone calls
- Restocking supplies
- Point of contact for various suppliers

General Administrative Assistant

- Arranging transportation for business travelers and handling documents in Thai

JOB REQUIREMENTS

- This position, salary around 50,000 THB
- Bachelor's degree in any related field
- At least 3-5 years' experience in accounting and taxation
- Good Japanese speaking & writing, reading skills
- Experience in accounting environment and administration work
- Computer skills in Microsoft Office (especially Excel) and basic experience in accounting software

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

会社説明