



PR/117915 | Admin Staff (Japanese-speaking N2+)Admin Staff (Japanese-speaking N2+)

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

1556225

業種

ビジネスコンサルティング

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09月23日 10:29

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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: Admin Staff (Japanese-speaking JLPT N2+)

Working Hours: Monday - Friday 8.30-17.00

Location: Bangkok, near BTS

Job Description:

- Oversee and manage investment projects, including conducting feasibility studies, accounting and market research. Prepare and review accounting-related documents such as contracts, agreements, and stock certificates. Develop investment structures in collaboration with external accounting firms when necessary.
- Handle legal aspects of investment projects, including drafting and reviewing legal documents, contracts, agreements, and stock certificates. Design legal investment structures, perform legal due diligence, manage internal legal affairs, and initiate or pursue legal actions when required, in coordination with external legal counsel if needed.
- Maintain effective communication with business partners, ensuring timely and appropriate updates. Monitor the progress and status of investment projects, identify potential accounting and legal risks, and provide proactive advice to the management team.
- Perform other ad-hoc tasks as assigned by supervisors.

Salary: Up to 43,000 THB/Month

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