



PR/117993 | Admin

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

1556833

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09月02日 10:58

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

Admin and Accounting support (Workplace in Muang Thong Thani , Nonthanburi)

Position: Admin and Accounting support

Location: Muang Thong Thani , Nonthanburi

Business: Trading: Machine

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

JOB RESPONSIBILITIES

- Small company office, this position handle overall loops in Accounting, HR, Admin, Payroll, Coordinate with oversea, Legal, IT, and Government Affairs.
- Main in operation accounting tasks and office admin.
- Accounting Support, coordinate with accounting firm, issuing monthly payment vouchers, manage petty cash and related financial transactions, assist in payment processing and financial record-keeping.
- Admin support: oversee daily office operations for seamless workflow, prepare and manage correspondence, reports, and documentation.
- Doing visa, work permit.
- Office facilities, welcome guest, drivers and maid, manage meeting room schedules.
- Purchasing office suppliers.
- Travel arrangements (air tickets, transportation, accommodation for guests), office supplies, stationery, and office renovations.
- Coordinate with oversea and expats.
- Doing import export document.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 30,000 - 45,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Accounting or other in any related fields.
- Over 5 years' experience in Admin, office management, accounting.
- Able to work in local small office.
- Accept to work in Accounting and Office Admin tasks,
- Ability to communicate in English with foreigners.
- Able to communicate and write emails in English.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work at Muang Thong Thani , Nonthanburi

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