



PR/117995 | General Affair and Accounting Staff (Japanese Speaking)

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

1556834

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30日 09:01

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: General Affair and Accounting Staff (Japanese Speaking)

Permanent position

Working Period: Monday – Friday from 09:00 to 18:00 (Public holiday will be shift)

Salary budget: 40K, Upon candidate experience and language proficiency

Job Description:

Accounting

- Coordinate and support accounting operations in collaboration with external accounting service providers.
- Prepare and organize necessary financial documentation for monthly and annual reporting.
- Monitor and manage company cash flow to ensure financial stability and operational efficiency.
- Review and analyze Profit & Loss (P&L) statements and Balance Sheets (BS) for accuracy and performance insights.
- Prepare financial reports and maintain regular communication with the Japan Headquarters to ensure alignment and compliance with corporate standards.

Inventory Management

- Oversee inventory control processes in collaboration with shop staff.
- Ensure shop staff conduct regular stock checks and provide summarized inventory reports.
- Review and validate inventory summaries to maintain accurate stock records and support operational planning.

Qualification:

- Bachelor's Degree in any field.
- Minimum 1 year of working experience in accounting is highly preferred.
- Proficient in Japanese (Minimum JLPT N3).
- Proficient in English (Minimum Intermediate level).

Benefits:

- Salary increasement (1 time per year)
- Transportation allowance
- Meal allowance
- Language allowance
- Overtime

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