



## PR/118008 | IT Support & Graphic Design

### 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

1556840

#### 業種

福祉・介護

#### 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

PLEASE SUBMIT YOUR **PORTFOLIO** WITH YOUR RESUME

**Working days:** Monday to Friday - 8:30 AM to 5.30 PM

#### Overview:

Our partner company is looking for a versatile team member to manage their company website, create engaging content, and support internal digital operations. You'll work closely with three Japanese executives and collaborate across departments to ensure smooth digital communication and system functionality.

#### Key Responsibilities:

- Support internal teams with data updates and basic IT troubleshooting

- Develop and maintain internal applications.
- Assist with basic PC setup and coordinate with external IT support.
- Manage and update the company website.
- Analyze website traffic using Google Analytics and share insights with the Sales team
- Create and design content for social media (Facebook, TikTok, website)
- Design marketing materials (brochures, stickers, banners)
  
- Maintain document templates and internal cloud-based resources
- Format reports, presentations, and proposals for clarity and visual appeal
- Monitor and optimize Google Ads performance

**Qualifications:**

- Experienced and basic knowledge in website management.
- Basic IT troubleshooting skills
- Strong design skills for both digital and print media
- Familiarity with Google Analytics and Google Ads

**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