



PR/117912 | Administrative (Japanese-speaking JLPT N2 or above)

#### 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

1557689

業種

レストラン・フードサービス

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10月07日 16:00

#### 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

Admin and Accounting (Japanese-speaking JLPT N2 or above)

Working Date and Time: Monday – Friday 9.00 – 18.00

**Location:** Bangkok (near BTS)

Key Responsibilities:

- Prepare and process invoices, expense claims, and reimbursement requests.
- Liaise with the outsourced accounting firm to ensure timely and accurate financial reporting.
- Provide all necessary documentation and information to support the accounting processes.
- Manage end-to-end recruitment activities, including posting job openings, screening candidates, and coordinating interviews.

- Oversee onboarding and offboarding procedures for employees.
- Monitor and maintain office supplies and equipment.
- Handle communications and correspondence with external partners and stakeholders.
- Ensure the efficient day-to-day operations of the office.
- Maintain organized records and documentation of all administrative tasks.

Qualifications:

- Proficiency in Japanese (JLPT N2 or higher) is required.
- Bachelor's degree in Business Administration, Accounting, Human Resources, or a related field.
- Proven experience in general affairs, accounting, or human resources.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and collaboratively within a team.

Benefits

- Health insurance
- OT
- Annual salary increases
- Perfect attendance
- Annual leave
- Provident fund

**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>

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会社説明