



## PR/118029 | Admin 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

1558207

## 業種

鉄道・航空・その他旅客輸送サービス

## 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09月16日 10:54

## 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 GA Staff (Japanese Speaking) (Workplace around BTS Chongnonsri, Bangkok)

Position: Admin GA Staff (Japanese Speaking)

Location: BTS Chongnonsri, Bangkok

Business: Trading

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

## JOB RESPONSIBILITIES

- Handle overall loops in General Affairs, Admin, Japanese support, Office management.
- Making travel arrangements, such as booking flights, golf, cars, and making hotel and restaurant reservations.
- Order office supplies and research new deals and suppliers.
- Manage and control office asset, copier, printer, company car, mobile phone, pocket wifi and etc.
- Handle company mobile device related work such as Contact the service provider to book an international roaming package, order new phone, wifi pocket.
- HR support, social security-related work such as apply and control staff's social security benefit, expats TAX ID application.
- Arrange company event and activities, New year party, Staff outing, Staff health check, Gift basket, New year card.
- Japanese Interpreting, translation and communication support.
- Supporting Japanese or Thai staff in related issues.
- Control 90days report for Japanese expats.
- Record employee Leave for Drivers, in the attendance System
- Record summary leave days for Japanese and Thai staff in the Excel file.
- Other task as assigned.

## JOB REQUIREMENTS

- This position, salary around 20,000 - 30,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Around 1 years' experience in GA, Admin, Japanese Interpreter.
- Japanese score, JLPT N3
- Extrovert character to lead company events.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Chongnonsri, Bangkok

**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