



PR/118115 | Admin (English-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

1559042

業種

小売

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 10:01

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

Admin Officer – FMCG Import & Export Company

Location: Charoenkrung, Bangkok

Reporting to: Director

Industry: Cosmetics & Home Care (e.g., Shampoo, Sunscreen, Fresheners, Detergents)

Job Summary:

We are looking for a proactive and bilingual Admin Officer to support our Bangkok office. This position is ideal for someone who is organized, communicative, and capable of working independently. The successful candidate will serve as a key point of contact for both internal and external stakeholders, providing support in translation, office coordination, and basic e-commerce tasks.

Key Responsibilities:

- Provide Thai-English and English-Thai translation during both online and offline meetings.
- Manage incoming calls, emails, visitors, and office supplies to ensure smooth daily operations.
- Scheduling & Coordination, organize meetings, appointments, and travel arrangements.

- Maintain accurate records and assist with basic reporting tasks.
- Liaise with Thai stakeholders and provide general support to the Director and team.

Qualifications:

- Strong command of Thai and English, both spoken and written.
- 1–2 years of experience in administrative or clerical roles preferred.
- Bachelor's degree in a related field (High school diploma acceptable; college degree or certification is a plus).
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Detail-oriented with strong organizational and communication skills.
- Ability to work independently and handle confidential information.

Working Conditions & Benefits:

Work Days: Monday - Friday

Working hours: 09:00–17:00

Location: On-site at Bangkok office (Charoenkrung)

Salary: THB 20,000–25,000/month (negotiable based on experience)

Benefits:

- Social Security
- Accident Insurance (negotiable)
- Annual Leave: 15 days/year

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