



PR/118163 | Accounting Staff

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

1559824

業種

自動車・自動車部品

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14日 08:00

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: Accounting Staff (Hybrid Working)

Location : Bangkok

Job Responsibilities

- Prepare monthly expense summaries
- Handle vendor and employee payments (Accounts Payable management)
- Manage petty cash
- Prepare tax certificates and submit RO20
- Prepare and submit WHT PND 3, 53, 54 to the Revenue Department
- Perform other accounting tasks as assigned

Qualifications

- Thai nationality, age 25–28
- Bachelor's degree in Accounting or a related field
- Minimum of 2 years' experience in AP function

- Strong English skills (TOEIC 550+)
- Proficient in Accpac 300, Microsoft Dynamics 365, and MS Office
- Good personality, interpersonal skills, and a team-oriented mindset
- Service-minded, detail-oriented, with strong communication and coordination skills
- Ability to work under pressure

Benefits

- Annual bonus (twice a year)
- Flexible working hours
- Meal and transportation allowances
- Medical and dental allowance
- Language allowance (Japanese/English)
- Provident fund
- Training and development programs
- Annual health check-up
- Car purchase support
- Company events (trip, New Year party, etc.)
- Uniform provided
- Congratulations/condolence allowance

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