



PR/118207 | Admin Officer (Japanese-speaking N3+), Fresh graduate are welcome

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

1560860

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 11:30

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 (Japanese-speaking N3+)

Workplace Area: Bangkok , Able to access from BTS

Working Hour: Monday – Friday 8.30 – 17.30

Salary: 28,000 - 30,000 THB/month

Qualifications:

- Passed JLPT N3 or higher (must have a certificate).
- Open to new graduates
- Can-do attitude.
- Ability to continuously improve and streamline work.
- Attention to detail.
- Proficient in MS Office.
- Good communication and coordination skills.
- Flexible, open to feedback, team player, and adaptable.

- Willing to travel to branches or other provinces.

Job Description:

- Order and coordinate delivery and repair of equipment.
- Manage platforms like Line Man and Grab, including updating menus, names, and prices.
- Translate documents or act as an interpreter (if applicable).
- Procure and purchase various supplies for the store.
- Communicate information from the center to branches.
- Receive and address issues reported from stores.
- Create and manage branch calendars and notify branches of necessary schedules.
- Coordinate with suppliers for fuel purchases.
- Inspect centers before opening new branches and support branches as needed.
- Support team tasks and other duties as assigned.

Benefits:

- Health Insurance
- Annual Leave
- Performance/results-based Bonus
- Transportation/ Business Trip 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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

会社説明