



PR/118409 | GA

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

1564210

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11月04日 10:18

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

Admin GA and Corporate Compliance Assistant Manager (Workplace around Petchburi Road, Bangkok)

Position: Admin GA and Compliance Assistant Manager

Location: Petchburi Road, Bangkok

Business: Manufacturing

Working hour: Monday – Friday, 8.30 AM – 18.00 PM

JOB RESPONSIBILITIES

- Handle overall loops in GA, Admin, Corporate Compliance, Safety, Welfare, Compensation and benefits, Performance Management Systems.
- Regulatory compliance related to general affairs, manage company regulations, company license and certificate, DBD, BOI, approval form, compliance committee, legal matters(contract)
- Coordinate corporate governance matters and ensure compliance with regulations between the Regional Headquarters and the local subsidiary, including organizing Board and Shareholder meetings.
- Serve as the secretary for Board of Directors (BOD) meetings, Annual General Meetings (AGM), Extraordinary General Meetings (EGM), and Management Committee (MC) meetings, ensuring compliance with relevant laws and internal policies.
- Manage corporate insurance policies and related matters.
- Handle visa and work permit processes for expatriate employees.
- Arrange accommodations for expatriates and coordinate business travel logistics.
- Oversee facility management, including maintenance of land, buildings, vehicles, office equipment, and general office upkeep.
- Coordinate driver assignments and manage the use of company vehicles, including tracking toll fees, fuel consumption, and supervising housekeeping staff.
- Provide support for corporate events and special projects.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 50,000 - 60,000 THB
- Graduate in institution of education level, bachelor's degree or higher in any related field.
- Over 9 years' experience in Admin, GA, Compliance, Corporate Governance.
- Experience in management level.
- Experience in Board of Directors (BOD) meetings, set up meeting with company group will be advantage.
- Knowledge in laws and regulations applicable to Thai companies.
- Must use English in speaking, reading and writing.
- Having TOEIC score to ensure English skill score will be advantage.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work in around Petchburi Road, 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