



PR/118499 | Admin and Accounting (JLPT N3 or above)

#### 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

1565944

業種

ビジネスコンサルティング

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

2026年01月27日 11:01

#### 応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

日常会話レベル

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

Admin and Accounting (JLPT N3 or above)

Salary Range: 30,000 – 45,000 THB

Work Location: Bangkok accessible by BTS

Job Descriptions:

Accounting & Finance

- Manage monthly payment processes and prepare accounting documents for submission to the accounting firm.
- Record expenses and invoices using accounting software (e.g., FlowAccount).
- Prepare internal monthly reports including cost & sales reports and cash flow forecasts.

- Review and verify all accounting-related documentation for accuracy and compliance.
- Control invoice issuance and ensure timely submission to customers as per requirements.
- Coordinate with external accounting and audit firms.

#### Administration & Procurement

- Communicate and coordinate with suppliers and business partners to support operational needs.
- Purchase and manage office supplies and ensure inventory is maintained.

#### Human Resources & Compliance

- Handle documentation related to HR processes such as onboarding, leave records, and employee data.
- Submit visa and work permit applications for expatriate employees and liaise with relevant authorities.

#### General Support

- Provide assistance with ad-hoc tasks as requested by team members or assigned by the supervisor.

#### Qualifications

- Bachelor's degree in Business Administration, or a related field.
- 1+ years of experience in accounting, administration, or office management roles.
- Good in Japanese with JLPT N3 or above
- Proficiency in accounting software (e.g., FlowAccount) and Microsoft Office Suite (Excel, Word, PowerPoint).
- Strong organizational skills and attention to detail.
- Good communication and interpersonal skills.
- Ability to manage multiple tasks and meet deadlines.
- Experience working with external vendors, accounting firms, or government agencies is a plus.
- Knowledge of Thai labor laws and visa/work permit processes is an advantage.

#### Benefits:

- Health Insurance
- Provident Fund
- Bonus avg 4 months
- Annual Leave

**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