



PR/118575 | Admin

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

1566558

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12月23日 04:00

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

流暢

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

Bilingual Administrative Assistant / HR Coordinator

???? Role Overview

As our first hire in Thailand, you'll be the backbone of our local operations. Reporting directly to the Founder, you'll manage essential administrative tasks, support HR processes, and ensure smooth communication between our global and local teams. This is a high-impact role for a proactive bilingual professional who thrives in fast-paced environments and wants to make a visible difference.

???? Key Responsibilities

- **Administrative Support:** Manage calendars, schedule meetings, and coordinate logistics for business development, including outreach to Thai restaurants and vendors.
- **Translation & Communication:** Provide real-time English–Thai translation for calls, emails, and meetings; localize documents such as contracts and marketing materials.
- **HR Coordination:** Assist with recruitment (posting ads, screening resumes, scheduling interviews), onboarding, and compliance with Thai labor laws.
- **Compliance & Operations:** Handle office setup, vendor payments, record-keeping, and ensure adherence to local regulations (e.g., social security registrations).
- **Market Research & Support:** Conduct light research on Thai F&B trends, prepare pitch decks, and track expansion milestones.
- **Ad-Hoc Projects:** Support expense reporting, travel arrangements, and product localization (e.g., Thai-language app UI).

???? Requirements

- Bachelor's degree in Business Administration, HR, Communications, or related field.
- 1–3 years of experience in administration or HR, ideally in startups, tech, or F&B.
- Fluent in English and Thai (spoken and written); Chinese is a plus.
- Strong organizational skills, detail-oriented, and proficient in Google Workspace/MS Office.
- Culturally sensitive and adaptable to Thai business norms.
- Independent, proactive, and comfortable working in a small on-site team.
- Thai national or valid work permit holder.

Preferred Skills

- Experience with HR tools (e.g., payroll setup via Deel) or recruitment in Thailand.
- Familiarity with F&B operations or tech startups.
- Basic knowledge of Thai labor laws (e.g., SSF contributions, probation periods).

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