



PR/118591 | Accounting HR Assistant Manager

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

1567508

業種

化学・素材

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02月10日 06:00

応募必要条件

職務経験

10年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

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

Location: Amata City, Chonburi

Industry: Manufacturing (Office Automation Components, Automotive Rubber Products, Foam Products)

Established: 2011

About Us:

We are a global manufacturing company specializing in high-quality components for office automation equipment and automotive products. Our operations in Thailand focus on delivering excellence and innovation to meet international standards.

Position: Accounting & HR Assistant Manager

Working Hours: Monday – Friday, 08:00 – 17:00

Key Responsibilities:

Accounting (70%)

- Supervise and manage accounting staff at multiple locations.
- Analyze and prepare P&L, Balance Sheet, and Cash Flow reports.

- Liaise with external accounting firm; identify irregularities and resolve issues.
- Conduct business performance evaluations and report to headquarters.
- Implement internal expense allocation policies with HQ and overseas offices.
- Perform accounts payable analysis and explain fluctuations.

HR (30%)

- Consult with external lawyers on legal matters and labor law compliance.
- Update internal rules and policies as per labor law amendments.
- Draft and finalize business contracts with customers.
- Future responsibility: Revise evaluation systems, bonus/salary assessments, and related policies.

Qualifications:

- Strong accounting background (P&L, BS, Cash Flow analysis).
- Experience in manufacturing industry.
- Proactive, logical thinker with problem-solving skills.
- English: Intermediate or above (for communication with management and overseas branches).

Benefits:

- Transportation allowance
- Meal allowance (THB 880/month)
- Bonus (approx. 3 months)
- Provident Fund
- Health Insurance

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