



PR/118942 | GM 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

1575542

業種

自動車・自動車部品

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03日 11:59

#### 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

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

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

We are seeking a female professional to oversee and lead the Backoffice Department. This role is equivalent to a "Head of Backoffice" and requires strong coordination skills between internal teams, customers, and suppliers.

- Act as the central contact point for inquiries from customers and suppliers.
- Coordinate effectively with factory operations and production teams to ensure smooth communication and resolution of issues.
- Supervise and manage the Administration Department, including accounting, HR, production control, safety management, and ISO compliance.
- Provide leadership and guidance to a team of 11 staff members (including 1 Accounting Manager, 1 HR staff, 6 Production Control staff, 1 Safety staff, and 1 ISO staff).
- Ensure efficient administrative processes and contribute to overall organizational management.
- Represent the company in communication with Japanese clients, requiring fluency in Japanese.

**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