



PR/118998 | ACCOUNT STAFF

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

1577610

業種

その他(メーカー)

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06月16日 08:28

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

ビジネス会話レベル

日本語レベル

基礎会話レベル

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

Account Staff

Qualifications

- Bachelor's degree in Accounting with a minimum GPA of 2.5.
- 0-3 years of working experience; fresh graduates are welcome to apply.
- Strong English communication skills with a TOEIC score of at least 700 (please attach TOEIC certificate if available).
- Proficient in computer applications, particularly Microsoft Office (PowerPoint, Excel, and Word).
- Excellent interpersonal, communication, presentation, and facilitation skills.
- A strong team player who is willing to collaborate, share knowledge, and support others.
- Good decision-making and problem-solving abilities.
- Positive attitude with a strong service-minded approach.

Job Responsibilities

1. Accounting Operations

- Review and verify supporting documents, and process applications, vouchers, and accounting transactions in the system.
- Record and manage accounting entries related to:
 - Freight imports
 - Insurance and prepaid expenses
 - Selling, General, and Administrative (SG&A) expenses

2. Fixed Asset Management

- Maintain, monitor, and control fixed asset records to ensure accuracy and compliance with company policies.

3. Process Improvement

- Initiate and support process improvement projects in collaboration with cross-functional teams.

4. Company Activities & Projects

- Participate in assigned company activities and projects, including coordination with overseas affiliates.
- Act as a committee member for internal company events and initiatives.

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