



PR/119136 | IT & Office Coordinator

#### 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

1580411

##### 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03月31日 12:00

#### 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

ビジネス会話レベル

##### 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

We are looking for a proactive and well-organized Administrative Officer to support the smooth daily operations of our office. This role is ideal for someone who enjoys multitasking, coordinating with different teams, and helping maintain an efficient work environment.

#### Key Responsibilities

- Provide day-to-day administrative assistance to ensure smooth office operations.
- Coordinate with suppliers and manage office equipment and general inventory.
- Oversee company drivers, vehicles, and housekeeping schedules.
- Support IT coordination and communication with external vendors and headquarters.
- Prepare and handle visa, work permit, and BOI-related documents.

#### Qualifications

- Bachelor's degree in any field.
- 1–2 years of administrative experience with basic IT support knowledge.
- Strong English communication skills.
- Proficient in Microsoft Office applications.
- Japanese language ability (JLPT N2 or above) is a plus.

Interested candidate, please submit your most recent resume in English by simply clicking "APPLY NOW"

JAC Recruitment Ltd.

10F, Emporium Tower, 622, Soi 24, Sukhumvit Road, Klongton, Klongtoey, Bangkok 10110

#LI-JACTH

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会社説明