



PR/119123 | Accounting and HR support 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

1581841

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05月19日 04:00

#### 応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

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

##### OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

Accounting and HR Admin (Workplace around Central Bangna, BKK)

Position: Accounting and HR Admin

Location: Bangna – Trad 46, Bangkok

Business: Trading: Machine

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

## JOB RESPONSIBILITIES

- Small company office, this position handle overall loops in Accounting, HR, Admin, Payroll.
- Main in operation accounting tasks and HR Admin.
- Accounting Support: issuing monthly payment vouchers, manage petty cash and related financial transactions, assist in payment processing and financial record-keeping.
- HR support: process payroll, HR operations and provide reports to headquarter, handle staff expense reimbursements and attendance tracking.
- Admin support: oversee daily office operations for seamless workflow, prepare and manage correspondence, reports, and documentation.
- Other tasks assigned in related job.

## JOB REQUIREMENTS

- This position, salary around 30,000 - 40,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Accounting
- Over 3-4 years' experience in Accounting, Payroll.
- Able to work in local small office.
- Accept to work in Accounting and HR Admin tasks,
- Ability to communicate in English with foreigners.
- Able to communicate and write emails in English.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Central Bangna, Bangna – Trad 46, Bangkok

**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