



PR/119464 | Accounting & Admin Officer

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

1586609

業種

医療機器

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26日 07:00

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

日常会話レベル

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

Job Responsibilities

- Handle accounting and administrative tasks, including document submission to accounting firms and coordination on basic accounting matters
- Prepare and manage billing-related documents such as **Quotations and Invoices**
- Maintain employee attendance records and support HR-related administration, including social security and insurance matters
- Perform banking-related tasks such as updating bank books and handling bank transactions
- Support general administrative duties as assigned

Qualifications

- Japanese language proficiency at **JLPT N3 level or above**
- At least **1 year of experience in accounting or administrative work**

- Basic accounting knowledge and understanding of bank payment procedures
- Experience in billing-related tasks, including preparation of quotations and invoices
- Able to manage HR and administrative tasks related to attendance, social security, and insurance
- Proficient in **Microsoft Excel**

Benefits

- Social Security
- Group Insurance
- Annual Health Check-up
- Bonus (twice a year)

Working Hours:

Monday – Friday, **09:00 – 17:30**

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