



PR/120095 | Admin (Japanese-speaking N3 or above)

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

1603142

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08月04日 02:00

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

Admin (Japanese-speaking N3 or above)

Job Responsibilities:

- Handle HR and administrative tasks, including employee onboarding/offboarding, recruitment coordination, employee benefits administration, visa/work permit support for Japanese employees, travel arrangements, and general office administration.
- Manage accounting and finance operations, including petty cash, accounts receivable/payable, bank transactions, payroll verification, monthly reports, and overseas payment processing.
- Coordinate with customers, suppliers, the Japan headquarters, auditors, accounting firms, and external service providers to ensure smooth business operations.
- Prepare and manage accounting documents, invoices, receipts, payment records, and support annual audits and statutory requirements.

- Provide interpretation and translation support (Thai–Japanese–English) related to taxation, government regulations, and company documentation when required. **Qualifications:**
- At least 1 year of work experience (experience in Administration or Accounting will be an advantage)
- JLPT N3 level or above
- Good health and able to work under pressure
- Able to work overtime

Benefits:

- Bonus twice a year (depending on company performance)
- Annual health check-up
- Group insurance / Social Security
- Overtime pay

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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Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

会社説明