

PR/120182 | Assisant Admin Manager

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
1607142

業種
物流・倉庫

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11月03日 15:00

応募必要条件

職務経験
10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
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

Job Description

- Oversee daily administrative operations to ensure smooth and efficient office management.
- Manage office facilities, supplies, and service providers, maintaining a productive and well-organized work environment.
- Handle purchasing and procurement of office supplies, equipment, and other internal operational requirements.
- Coordinate with vendors and suppliers regarding quotations, deliveries, invoices, and service agreements.
- Provide administrative support and serve as a key contact point for employees and internal stakeholders, delivering a high level of service.
- Support management with process improvements, office projects, company activities, and other administrative initiatives.

Requirement

- Bachelor's degree in business administration or a related field.
- 10 years of experience in Administration, Office Management, or General Affairs.
- Conversational English communication skills.
- Strong service mindset and enjoys interacting with people at all levels.
- Good coordination, negotiation, and organizational skills.
- Proficient in Microsoft Office applications.

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