



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08月25日 05:00

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.

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会社説明