



PR/120241 | AP, HR & General Affairs 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

1607781

業種

ITコンサルティング

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18日 10:38

応募必要条件

職務経験

3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

Accounts Payable (AP) and AdminLocation: Bangkok (BTS accessible)

Key Responsibilities

- Manage end-to-end Accounts Payable (AP) processes, including invoice verification, PO matching, payment processing, and vendor account management.
- Coordinate with outsourced accounting service providers to ensure accurate financial records, tax compliance, and timely month-end and year-end closing activities.
- Prepare payment schedules and process vendor payments in compliance with VAT and withholding tax (WHT) regulations.
- Support internal and external audits by organizing accounting records and preparing required supporting documentation.
- Assist with HR operations, including recruitment coordination, onboarding, employee records management, payroll administration support, and employee benefits administration.

- Ensure HR documentation and processes comply with applicable labor laws, company policies, and confidentiality requirements.
- Provide administrative support for office operations, facilities management, contract administration, and vendor coordination.
- Liaise with external service providers and government authorities on administrative, regulatory, and compliance matters.
- Support expatriate administration by coordinating visa and work permit processes through outsourced service providers.
- Organize company events, employee engagement initiatives, travel arrangements, and other general corporate administration activities.

Requirements

- Fluent in Thai and good command of English.
- Bachelor's degree in Accounting, Finance, Business Administration, Human Resources, or a related field.
- 3-5 years of experience in Accounting, Accounts Payable, Finance Operations, or Administrative Support.
- Solid knowledge of withholding tax (WHT), VAT regulations, and related accounting processes.
- Experience coordinating with external accounting firms or outsourced service providers is an advantage.
- Strong understanding of accounting principles and financial documentation.
- Ability to handle sensitive HR and employee information with a high level of confidentiality and professionalism.
- Excellent coordination, interpersonal, and teamwork skills with a positive, service-oriented attitude.
- Strong organizational, communication, and problem-solving skills.
- Proficiency in Microsoft Office applications, particularly Excel.
- Ability to manage multiple priorities and work effectively in a fast-paced environment.

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