



PR/120341 | Accounting & 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

1611368

業種

小売

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09月08日 10:38

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

日本語レベル

基礎会話レベル

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

Accounting & General Affairs Officer

Working Days/Hours: Mon–Fri, 08:30–17:00

Salary Range: 25,000 – 30,000 THB

About the Role

We are seeking an Accounting & General Affairs Officer to support our daily accounting operations and general administrative tasks. The accounting team is led by a Team Leader who holds a CPD qualification; therefore, this role focuses on handling practical, day-to-day accounting processes and supporting monthly closing activities. The company performs monthly closing in-house using the Express accounting system.

This position is also responsible for general affairs duties to ensure smooth overall office operations.

Key Responsibilities

Accounting (50%)

- Perform daily accounting operations including journal entries and routine bookkeeping tasks.
- Support the Accounting Team Leader (CPD holder) in managing accounting workflows.

- Assist with monthly closing processes in accordance with company standards.
- Maintain accurate financial records using the Express accounting system.
- Ensure compliance with internal controls and accounting procedures.

General Affairs (50%)

- Handle general office administration tasks to support smooth business operations.
- Assist with coordination of office supplies, facility management, and vendor communication.
- Support internal documentation and administrative processes as required.

Qualifications

- Fresh graduates are welcome to apply.
- Experience in accounting operations is preferred.
- CPD qualification is an advantage but not required.
- Strong attention to detail with the ability to manage daily tasks independently.
- Good communication skills and strong organizational abilities.
- Ability to work efficiently in a fast-paced, office-based environment.

Accounting System: Express

Benefits

- Bonus (based on company profit)
- Health insurance
- Provident Fund
- Personal accident insurance
- Travel insurance
- Annual medical check-up

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