

PR/120728 | Accounting Admin Staff

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
1621744

業種
化学・素材

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10日 11:17

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
基礎会話レベル

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

Accounting Admin Staff

Salary: THB 20,000 - 25,000 + Transportation Allowance

Location : Bangkok

Working hours : Mon to Fri 9:00-18:00

Why Join Us?

Opportunity to work with a newly established Japanese company in Thailand

Direct exposure to regional and international business operations

Close communication with headquarters in Japan

Friendly and stable working environment with opportunities to grow alongside the company

Convenient office location in the heart of Bangkok (Ekamai area)

Key Responsibilities

- Handle accounting data entry and accounting vouchers using Express Accounting Software
- Prepare monthly financial and management reports for the Japan Head Office, including:
  - Profit & Loss Statements
  - Gross Profit Analysis
  - Financial Performance Reports
- Manage payroll processing and salary payments
- Handle Accounts Receivable (AR) and Accounts Payable (AP)
- Issue invoices and monitor customer payments
- Follow up on outstanding receivables
- Provide daily administrative and accounting support
- Support overall finance and accounting operations

Preferred Qualifications

- Experience working with a Japanese company is highly preferred
- Experience in accounting functions and monthly reporting to overseas headquarters
- Familiar with Express Accounting Software
- Able to register CPD is an advantage
- Bachelor's Degree in Accounting or related field
- Detail-oriented, responsible, and comfortable working in a small and growing organization

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.

Privacy Policy Link: https://www.jac-recruitment.th/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.th/terms-of-use

会社説明