タイの求人なら
JAC Recruitment Thailand

PR/120787 | General Affairs (GA) 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
1623433

業種
その他（メーカー）

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17日 10:32

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

- Handle visas, work permits, and their renewals for expatriates and their families
- Arrange and manage expatriate housing, including lease contracts and landlord relations
- Manage company cars and drivers
- Arrange hotels, flights, and airport pickups for management, staff and visitors from other countries
- Organize business dinners and hospitality for visiting executives and customers Manage office facilities, maintenance, and supplies
- Manage the office lease and the building management relationship
- Negotiate and maintain contracts with vendors and service providers
- Process vendor invoices for payment

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- Process vendor invoices for payment
- Maintain the relationship with the company's banks
- Issue the company invoice and process the collection
- Manage vendor’s invoice and process the payment
- Maintain the petty cash, reimbursement, allowance and claims for business trip
- **Required**
  Bachelor's degree in any field
  Minimum 5 years of General Affairs experience, preferably in a Japanese company
  Proficient in English
  Fluent in Thai
  Working knowledge of Thai visa and work permit procedures for foreign employees
  Good computer skills (Microsoft Office)

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