

PR/120818 | HR & Admin Assistant Manager (Japanese Speaking)

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
1623943

業種
レストラン・フードサービス

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24日 10:22

応募必要条件

職務経験
6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
ビジネス会話レベル

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

Key Responsibilities:
- Manage employee attendance records and timekeeping.
- Handle and coordinate BOI (Board of Investment) documentation and related administrative procedures.
- Monitor and manage KPIs, including conducting regular progress reviews and follow-up checks.
- Arrange and coordinate external training programs for employees.
- Organize and oversee internal company events and activities.
- Manage the full recruitment process, including candidate sourcing, interviewing, and onboarding.
- Provide interpretation and translation support as required.
- Collaborate with various departments to ensure smooth HR and administrative operations.

Qualifications:
- Bachelor’s degree in Japanese Language or a related field.
- Experience in both Human Resources and General Administration functions.
- Strong organizational and coordination skills.
- Ability to manage multiple tasks and stakeholders effectively.
- A straightforward, proactive, and easygoing personality with a hands-on attitude.
- Japanese language proficiency (JLPT N2 up)

Welfare / benefits:
- Housing allowance

- Group insurance
- Meal allowance

- Provident fund
- Transportation allowance

- Position allowance
- Language allowance

- Bonus

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
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会社説明