

PR/120828 | MD Support (Admin and secretary)

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
1623949

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24日 10:22

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

OVERVIEW
The Company is Japanese, now seeking for an experienced candidate to join as

Admin and Secretary (Workplace around BTS Pleon Chit, BKK)

Position: Admin and secretary, MD Support

Location: BTS Pleon Chit, BKK

Business: Machine

Working hour: Monday – Friday, 8.00 AM – 17.00 PM

JOB RESPONSIBILITIES

- New set up company, representative office, small company office, this position handle overall loops in Backoffice support, Admin, accounting, Secretary, office management, Sales Support.
- Handling accounting documents with account outsource, submit accounting documents to agency.
- Assistance with materials research: standards, production countries, prices in Thailand and surrounding ASEAN countries for steel and other materials.
- Assistance with research on various certification standards: welding, electrical, pricing in Thailand and surrounding ASEAN countries.
- Investigation and development of manufacturing subcontractors, including company and factory visits.
- Investigation and development of parts suppliers, including company and factory visits.
- Assistance in drafting contracts and related documents for production subcontractors.
- Management of manufacturing processes at subcontractors.
- Coordination and communication with ordering parties.
- Communication and coordination regarding import/export activities and preparation of related documents.
- Small-scale accounting management.
- Interpretation services for meetings with company representatives (English - Thai).
- Communication and coordination with accounting firms.
- Support for business travellers
- Support for expatriates (families) and business travellers.
- Provide visa, work permit, 90 days report.
- Oversee daily office operations.
- Support travelling arrangement, company car, booking flight, hotel, reimbursement.
- Other general administrative tasks.

JOB REQUIREMENTS

- This position, total salary package around 25,000 – 34,000 THB
- Graduate in institution of education level, bachelor’s degree or higher in any related fields.
- Experience to work in manufacturing business, factory business will be advantage.
- Over 2 years’ experience in back-office support (will handle to submit accounting documents to agency)
- Able to work in new set up company.
- Able to work in small size company.
- Ability to communicate in English with foreigners.
- Able to communicate and write emails in English.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel

- Able to travel to work around BTS Pleon Chit, BKK

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