



PR/116192 | General Affair Staff (JLPT N2 or Higher)

#### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1504365

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

November 19th, 2024 10:50

#### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

#### Job Description

**Position:** General Affair Staff (JLPT N2 or Higher)

**Business:** Consulting Firm

**Location:** Thonglor

**Working Date and Time:** Monday – Friday at 9:00-17:15 (Flexible time)

**Key Responsibilities:**

- Support accounting processes in collaboration with an outsourcing company.

- Key in daily and monthly accounting information accurately.
- Manage accounts receivable and payable operations.
- Prepare and issue invoices and handle payments.
- Communicate effectively with the Japanese HQ Accounting team, primarily via email.
- Coordinate with an outsourcing company for Visa and Work Permit processes for Japanese staff.
- Assist with other administrative tasks as needed.

**Qualifications:**

- Bachelor's degree in business administration, or a related field.
- At least 1 year experience in accounting and administrative roles.
- Proficiency in Japanese language JLPT N2 or higher
- Proficiency in MS Office.
- Strong organizational and multitasking skills.
- Excellent communication skills, especially in email correspondence.
- Ability to work independently and as part of a team.

**Salary range:** Total Salary 45,000 – 60,000 THB

**Benefits:**

- Actual Transportation
- Meal Allowance
- Perfect Attendance
- Language Allowance
- Business Trip Allowance
- Provident Fund
- OT
- Bonus

---

Company Description