



PR/116219 | Admin Staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1504382

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:51

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

OVERVIEW

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

Admin, Sales Coordinator Staff (Workplace around BTS Asoke, MRT Sukhumvit, Bangkok)

Position: Admin, Sales Coordinator Staff

Location: BTS Asoke, MRT Sukhumvit, MRT Petchburi, Bangkok

Business: Electronic parts trading

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

JOB RESPONSIBILITIES

- Handle overall loops in Admin, Coordinator, office management, Sales Coordinator, Accounting support.
- Work in representative office, small company size.
- Handle report, related documents of yearly budget from clients.
- Support Sales Assistant, sales report, update price.
- Update Sales budget, sales data analysis, summarize sales, sales report.
- Handle petty cash, bank transfer and etc.
- Manage travelling arrangement, booking car, flight, hotel.
- Manage document for VISA and Work permit, 90days report, coordinate with outsourcing.
- Collect documents of Accounting for Outsourcing company.
- Calculation salary, payroll for outsourcing.
- Manage office suppliers in office, purchasing office suppliers such as stationery and water.
- Manage office facilities, car parking, building, office equipment maintenance.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 20,000 - 30,000 THB
- Can start working immediately will be advantage.
- Willing to work in small company size, representative office.
- Can start working immediately will be advantage.
- Around 4 years' experience in Admin, Sales admin, office management, accounting support.
- Graduate in institution of education level, bachelor's degree or higher.
- Ability to communicate in English with foreign boss.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Asoke, MRT Sukhumvit, MRT Petchburi, Bangkok

Company Description