



PR/116359 | Administration Staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513408

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 21st, 2025 16:00

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 GA Staff (Workplace around BTS Asoke, MRT Sukhumvit, Bangkok)

Position: Admin GA Staff

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

Business: Engineering

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

JOB RESPONSIBILITIES

- Handle overall loops in Admin, Coordinator, GA, Secretary.
- Arrange of expats' schedule and business trip, hotel, driver, flight, interpreter.
- Handle Visa, work permit
- Arrange and update expats' and business travellers' VISA and/or
- Work Permit, Entry Permit.
- Purchase office supplies, sourcing new vendors such as office supplies, hotel, rental car.
- Office management, maintain office facilities, deal with troubles such as PC failures, Printer failures, drivers schedule etc.
- Organize customers information and news regarding our business
- Translate document Eng – Thai
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 20,000 - 27,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Can start working immediately will be advantage.
- Around 0 - 1 years' experience in Admin, GA, office management, Secretary.
- Ability to communicate in English with foreigners.
- Having TOEIC score 700+ will be advantage
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Asoke, MRT Sukhumvit, MRT Petchburi, Bangkok

Company Description