



PR/116476 | AR Admin

## Job Information

**Recruiter**
[JAC Recruitment Thailand](#)
**Job ID**

1516346

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 4th, 2025 15:00

## 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

**Account Receivable**

1. Prepare and send invoices, statements, and collection notices.
2. Manage and monitor outstanding accounts receivable to ensure timely payment.
3. Contact customers to follow up on overdue payments and resolve billing discrepancies.
4. Implement effective collection strategies, including phone calls, emails, and letters.
5. Monthly collection plan and submit to Finance Dept.
6. Submit monthly output tax report to Finance Dept.
7. Record invoices on monthly basis in the systems
8. Be the contact point of contract agreement record/filling
9. Prepare necessary documents to Sales Dept. for all new customers registration.
10. Office Stationery and general employee's welfare preparation and controlling
11. General Office facility handling and controlling
12. Ad-hoc per request

**Qualifications**

- High school diploma or equivalent required; associate's or bachelor's degree.

- English literacy
  - Minimum of 2 years of experience in accounts receivable or a related field.
  - Strong communication and interpersonal skills.
  - Proficiency in Microsoft Office, especially Excel.
  - Ability to work independently and as part of a team.
  - Excellent organizational and time management skills.
  - Attention to detail and accuracy.
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## Company Description