



PR/116576 | General Affairs (Japanese-speaking, JLPT N2 or above) New set-up company

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1516400

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

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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

General Affairs (Japanese-speaking, JLPT N2 or above) New set-up company

Location: Bangkok

Industry: Food Industry

Working Date and Time: Monday – Friday 9.00 – 18.00/ Saturday working 2 times/month

Salary: 50,000 – 70,000

Key Responsibilities:

Accounting:

- Prepare and process invoices, expense reports, and reimbursements.
- Liaise with the outsourced accounting firm to ensure accurate and timely financial reporting.
- Provide necessary documentation and information to the accounting firm.

Human Resources:

- Handle recruitment processes, including job postings, screening, and interviewing candidates.
- Manage employee onboarding and offboarding processes.

General Administration:

- Oversee office supplies and equipment management.
- Handle correspondence and communication with external partners and stakeholders.
- Ensure the smooth operation of daily office activities.
- Document tasks

Qualifications:

- Proficiency in Japanese (JLPT N2 or above) is required.
- Bachelor's degree in Business Administration, Accounting, Human Resources, or a related field.
- Proven experience in general affairs, accounting, or human resources.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.

Benefits:

- Health Insurance
- OT
- Yearly salary increases
- Perfect attendance
- Annual Leave
- Employee discounts on company products.

Company Description