



PR/116636 | Administrator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1519901

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 4th, 2025 11:41

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

Job Title: Administrator

Location: Bangkok, Thailand

Job Type: Full-Time, Monday – Friday (9AM - 5:30PM)

Responsibilities:

- Accounting & General Affair:
 - Support Accounting staff in preparing documents and to submit to Accounting Firm.
- Import & BOI:
 - Import: contact with logistics company and arrange schedules, etc. (communicate mostly via Email in English).

- BOI: Oversee and manage related documents.
- Other administrative tasks as assigned.

Qualification:

- Bachelor's degree in any field.
- Fresh graduates are welcome.
- Good command in English (Minimum intermediate level).
- Conversational level in Japanese is a plus.

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

Company Description