



PR/116638 | Admin Staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1519903

Industry

Healthcare, Nursing

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

Working Hours: Mon - Fri 8.30 - 17.30

Location: BTS Accessible

Job Description

- Support Managing Director to handle new company set up
- Support company leadership and supervising administrative department activities for employees
- Set up working regulation with MD

- Support and communicate with staff in administrative tasks
- Handle import documents

Qualification

- Bachelor's degree in business administration or related field
- 3 years+ experience in Admin Officer or Secretary position
- Good in English and Thai (must communicate with Foreigner)
- Good Microsoft Office Excel and Word
- Good skill interpersonal

Company Description