



PR/116644 | Admin

## Job Information

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

1519909

**Industry**

Other (Manufacturing)

**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

**OVERVIEW**

The Company is Japanese, now seeking for an experienced candidate to join as

Admin Staff (Accounting Support, Import, BOI, Sales Co) (Workplace around BTS Saladaeng, MRT Silom, Bangkok)

Position: Admin Staff (Accounting Support, Import, BOI, Sales Co)

Location: BTS Saladaeng, MRT Silom, Bangkok

Business: Electronic parts trading

Working hour: Monday – Friday, 9.00 AM – 17.30 PM

**JOB RESPONSIBILITIES**

- Handle overall loops in Admin:Coordinator, Financial, Sales Coordinator, Accounting support, Import, BOI.
- Work in small company size.
- Coordinate with accounting firm. Collect accounting document, accounting firm handle closing task.
- Learn current accounting task and support current staff.
- Import tasks, contact with logistics company and arrange schedule.
- BOI, check the number of parts based on client certification of export.
- Support Sales Assistant, sales report, update price, sales record, sales statement to customer monthly.
- Coordinate with supplier and head office for shipment invoices, related documents then pass to customers.
- Manage travelling arrangement, booking car, flight, hotel.
- Manage office facilities, car parking, building, office equipment maintenance.
- Other tasks assigned in related job.

**JOB REQUIREMENTS**

- This position, salary around 20,000 - 25,000 THB
- Can start working immediately will be advantage.
- Willing to work in small company size, representative office.
- Can start working immediately will be advantage.
- Welcoming fresh grad - 1 years' experience in Admin, Sales admin, office management, accounting support.
- Graduate in institution of education level, bachelor's degree or higher.
- Ability to communicate in English with foreign boss.
- Having TOEIC score to guarantee English skill will be advantage.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Saladaeng, MRT Silom, Bangkok

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**Company Description**