



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

March 4th, 2025 11:01

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

Company Description