



## PR/116747 | Operations Manager (Japanese-speaking JLPT N4 or above) New set-up

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1522398

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 1st, 2025 04:00

### 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

#### Operations Manager (Japanese-speaking, JLPT N4 or above) New set-up company

**Location:** Bangkok (near BTS)

**Industry:** IT Industry

**Working Date and Time:** Monday to Friday 9:00-18:00 / 2-3 days in a week WFH

**Salary:** 70,000 – 100,000 THB/Month

**Job Summary:** We are seeking a highly organized and proactive Operations Manager to ensure the smooth operation of our office management functions. The ideal candidate will maintain a positive and professional working environment, develop and maintain office-related policies, and manage various administrative tasks in line with local legislation and company standards.

#### Key Responsibilities:

**Office Management:**

- Ensure smooth operation of office management functions.
- Maintain a positive and professional working environment in partnership with team members.
- Develop and maintain office-related policies and procedures in line with local legislation and company standards.
- Monitor office equipment service agreements, ensuring timely renewal and rate negotiation.
- Propose relevant programs for organizational development in the Office Admin area.
- Manage and administer corporate credit card-related matters.

**Payroll Management with Outsourcing:**

- Process monthly payroll in accordance with employment agreements and Ministry of Labor requirements.
- Communicate with banking partners and seek internal approval for transactions.

**Compliance & Reporting:**

- Maintain employee records confidentially in compliance with privacy laws.
- Ensure accurate reporting for internal/external audits.

**Financial Management (AP/AR) with Outsourcing:**

- Issue and manage invoices.
- Confirm and record incoming payments.
- Check the financial statements written by the tax accountant.
- Prepare monthly, quarterly, and annual financial reports.
- Communicate and report with the Accounting and General Affairs Departments in Japan.

**Labor Management:**

- Manage employee attendance.
- Handle payroll calculation and social insurance procedures.
- Oversee onboarding of new employees and offboarding of departing employees.
- Ensure compliance with labor laws.
- Liaison with Relevant Authorities:
  - Prepare and submit reports in accordance with laws and regulations.
  - Maintain regular communication and coordination with relevant authorities.
  - Handle various permit applications and renewals.

**Other Responsibilities:**

- Manage internal communication systems.
- Coordinate with external vendors for security, cleaning, and other services.

**Qualifications:**

- Over 5 years in General Administration, including Accounts Payable/Accounts Receivable with outsourcing and payroll to outsource.
- Flexible and can-do attitude within small to medium-sized organizational settings.
- Experience in liaising with government offices and handling relevant administrative tasks.
- Have Labor Law knowledge

Benefits:

- Health Insurance
- Actual Transportation
- Overtime (OT)
- Annual Leave
- Bonus

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Company Description