



## PR/116753 | Assistant to Japanese MD (Costing Department)

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1523446

**Industry**

Retail

**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

**Job Title: Assistant to Japanese Manager (Costing Department)**

**Salary range: 30,000 - 50,000 THB per month.**

**Location: Amata City Industrial Estate, Rayong**

**Job Description:**

We are seeking a dedicated and detail-oriented individual to assist our Japanese MD in the costing department. Who is currently handling costing tasks on their own. The role primarily involves working closely with the manager on various tasks but is not directly related to accounting.

**Key Responsibilities:**

- Assist the Japanese manager with data collection, analysis, and report creation.
- Organize and compile data for reporting purposes.
- Support in general administrative tasks as required by the manager.
- Analyze and prepare reports using Excel.

**Requirements:**

- No specific educational background required—any degree is acceptable.
- **Strong expertise in Excel is a must (data handling, reporting, etc.).**
- **Good communication skills in English (Japanese language skills are a plus).**
- Experience in accounting is a plus, but not necessary.

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Company Description