



PR/116799 | General Affairs Staff_New-set up (Japanese-speaking in any level)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1524286

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

April 15th, 2025 05:01

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

General Affairs Staff (Japanese-speaking) New set-up company

Location: Rama 3

Industry: Retail, Fashion

Working Date and Time: Monday to Friday 8.30 A.M. – 5.30 P.M.

Salary: 40,000 – 45,000 THB/Month

Key Responsibilities:

Human Resources (10%):

- Execute recruitment budgets and take necessary actions to fulfill vacancies or replacements in liaison with the company.

- Support payroll-related work in a timely manner.
- Plan annual performance appraisal schemes and budget in line with corporate direction.

Accounting (10%):

- Prepare payment request data (both external and internal) and coordinate with the accounting team.

General Affairs (70%):

- Translate documents between Thai, Japanese, and English as requested.
- Arrange Board of Directors and Shareholders' meetings according to the schedule.
- Arrange flight and hotel bookings for business trips as requested.
- Perform any other ad-hoc duties as assigned by managers.

Qualifications:

- Over 3 years of working experience as an HR, Admin, General Affairs, preferably in the fashion industry or a startup environment.
- Knowledge of basic labor law, accounting, and payroll.
- Ability to communicate, influence, and negotiate effectively with all levels of employees.
- Friendly personality with rich knowledge of human resources and extensive experience in the retail industry.
- Proficiency in Japanese, Thai, and English languages.

Company Description