



## PR/116875 | Admin (Japanese Speaking)

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1526922

**Industry**

Education

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

March 18th, 2025 10:50

### 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

<b>Job Title:</b>	<b>Admin (Japanese Speaking, JLPTN3+)</b>
<b>Location:</b>	Bangkok, Thailand
<b>Job Type:</b>	Full-time, Monday – Friday from 10:30 to 19:30

**Responsibility:**

- Admin
  - Support in preparing and managing internal documents.
  - Occasionally visit university fair or Japanese fair (transportation provided).

- Manage office supplies and rental contract/fee.
- Accounting
  - Gather documents accounting document.
  - Coordinate with accounting outsource company.

**Qualification:**

- Bachelor's Degree in any field.
- Fresh graduates are welcome.
- Proficient in Japanese (minimum JLPTN3)
- Proficient in English (minimum intermediate level)

**Benefits:**

- Annual bonus
- Transportation allowance
- Annual leave
- Holiday and leave
  - Birthday leave and dinner party
  - 1 week around the end of July
  - 1 week around December (New Year)
  - 1 week around April (Song Karn)
- Health insurance
- Overtime

**How to Apply:** If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

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Company Description