



PR/116875 | Admin (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1532842

Industry

Education

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 15th, 2025 11:17

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: Admin (Japanese Speaking, JLPTN3+)

Location: Bangkok, Thailand

Job Type: 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!

Company Description