



PR/116192 | General Affair Staff (JLPT N2 or Higher)

募集職種

人材紹介会社

ジェイエイシーリクルートメント タイランド

求人ID

1504365

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2024年11月19日 10:50

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Position: General Affair Staff (JLPT N2 or Higher)

Business: Consulting Firm

Location: Thonglor

Working Date and Time: Monday – Friday at 9:00-17:15 (Flexible time)

Key Responsibilities:

- Support accounting processes in collaboration with an outsourcing company.

- Key in daily and monthly accounting information accurately.
- Manage accounts receivable and payable operations.
- Prepare and issue invoices and handle payments.
- Communicate effectively with the Japanese HQ Accounting team, primarily via email.
- Coordinate with an outsourcing company for Visa and Work Permit processes for Japanese staff.
- Assist with other administrative tasks as needed.

Qualifications:

- Bachelor's degree in business administration, or a related field.
- At least 1 year experience in accounting and administrative roles.
- Proficiency in Japanese language JLPT N2 or higher
- Proficiency in MS Office.
- Strong organizational and multitasking skills.
- Excellent communication skills, especially in email correspondence.
- Ability to work independently and as part of a team.

Salary range: Total Salary 45,000 – 60,000 THB

Benefits:

- Actual Transportation
- Meal Allowance
- Perfect Attendance
- Language Allowance
- Business Trip Allowance
- Provident Fund
- OT
- Bonus