



PR/116219 | Admin Staff

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

1504382

業種

その他（商社）

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 10:51

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

Admin, Sales Coordinator Staff (Workplace around BTS Asoke, MRT Sukhumvit, Bangkok)

Position: Admin, Sales Coordinator Staff

Location: BTS Asoke, MRT Sukhumvit, MRT Petchburi, Bangkok

Business: Electronic parts trading

Working hour: Monday – Friday, 8.00 AM – 17.00 PM

JOB RESPONSIBILITIES

- Handle overall loops in Admin, Coordinator, office management, Sales Coordinator, Accounting support.
- Work in representative office, small company size.
- Handle report, related documents of yearly budget from clients.
- Support Sales Assistant, sales report, update price.
- Update Sales budget, sales data analysis, summarize sales, sales report.
- Handle petty cash, bank transfer and etc.
- Manage travelling arrangement, booking car, flight, hotel.
- Manage document for VISA and Work permit, 90days report, coordinate with outsourcing.
- Collect documents of Accounting for Outsourcing company.
- Calculation salary, payroll for outsourcing.
- Manage office suppliers in office, purchasing office suppliers such as stationery and water.
- Manage office facilities, car parking, building, office equipment maintenance.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 20,000 - 30,000 THB
- Can start working immediately will be advantage.
- Willing to work in small company size, representative office.
- Can start working immediately will be advantage.
- Around 4 years' experience in Admin, Sales admin, office management, accounting support.
- Graduate in institution of education level, bachelor's degree or higher.
- Ability to communicate in English with foreign boss.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Asoke, MRT Sukhumvit, MRT Petchburi, Bangkok