



PR/116359 | Administration 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

1513408

業種

その他（メーカー）

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12月24日 12:21

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 GA Staff (Workplace around BTS Asoke, MRT Sukhumvit, Bangkok)

Position: Admin GA Staff

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

Business: Engineering

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

JOB RESPONSIBILITIES

- Handle overall loops in Admin, Coordinator, GA, Secretary.
- Arrange of expats' schedule and business trip, hotel, driver, flight, interpreter.
- Handle Visa, work permit
- Arrange and update expats' and business travellers' VISA and/or
- Work Permit, Entry Permit.
- Purchase office supplies, sourcing new vendors such as office supplies, hotel, rental car.
- Office management, maintain office facilities, deal with troubles such as PC failures, Printer failures, drivers schedule etc.
- Organize customers information and news regarding our business
- Translate document Eng – Thai
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 20,000 - 27,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Can start working immediately will be advantage.
- Around 0 - 1 years' experience in Admin, GA, office management, Secretary.
- Ability to communicate in English with foreigners.
- Having TOEIC score 700+ will be advantage
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Asoke, MRT Sukhumvit, MRT Petchburi, Bangkok

会社説明