



PR/116476 | AR Admin

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

1516346

業種

監査・税理士法人

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

2025年03月04日 14:00

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

Account Receivable

1. Prepare and send invoices, statements, and collection notices.
2. Manage and monitor outstanding accounts receivable to ensure timely payment.
3. Contact customers to follow up on overdue payments and resolve billing discrepancies.
4. Implement effective collection strategies, including phone calls, emails, and letters.
5. Monthly collection plan and submit to Finance Dept.
6. Submit monthly output tax report to Finance Dept.
7. Record invoices on monthly basis in the systems
8. Be the contact point of contract agreement record/filling
9. Prepare necessary documents to Sales Dept. for all new customers registration.
10. Office Stationery and general employee's welfare preparation and controlling
11. General Office facility handling and controlling
12. Ad-hoc per request

Qualifications

- High school diploma or equivalent required; associate's or bachelor's degree.

- English literacy
 - Minimum of 2 years of experience in accounts receivable or a related field.
 - Strong communication and interpersonal skills.
 - Proficiency in Microsoft Office, especially Excel.
 - Ability to work independently and as part of a team.
 - Excellent organizational and time management skills.
 - Attention to detail and accuracy.
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会社説明