



PR/116576 | General Affairs (Japanese-speaking, JLPT N2 or above) New set-up company

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

1516400

業種

レストラン・フードサービス

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04月01日 20:00

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

General Affairs (Japanese-speaking, JLPT N2 or above) New set-up company

Location: Bangkok

Industry: Food Industry

Working Date and Time: Monday – Friday 9.00 – 18.00/ Saturday working 2 times/month

Salary: 50,000 – 70,000

Key Responsibilities:

Accounting:

- Prepare and process invoices, expense reports, and reimbursements.
- Liaise with the outsourced accounting firm to ensure accurate and timely financial reporting.
- Provide necessary documentation and information to the accounting firm.

Human Resources:

- Handle recruitment processes, including job postings, screening, and interviewing candidates.
- Manage employee onboarding and offboarding processes.

General Administration:

- Oversee office supplies and equipment management.
- Handle correspondence and communication with external partners and stakeholders.
- Ensure the smooth operation of daily office activities.
- Document tasks

Qualifications:

- Proficiency in Japanese (JLPT N2 or above) is required.
- Bachelor's degree in Business Administration, Accounting, Human Resources, or a related field.
- Proven experience in general affairs, accounting, or human resources.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.

Benefits:

- Health Insurance
- OT
- Yearly salary increases
- Perfect attendance
- Annual Leave
- Employee discounts on company products.