



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02月18日 07:00

#### 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.