



PR/116453 | Junior Accountant

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

1519878

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

2025年04月01日 10:01

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

The Company is Japanese, now seeking for an experienced candidate to join as Junior accountant (Workplace BKK)

Position: Junior accountant

Location: BKK

Business: Trading Service

Working hour: Monday – Friday, 08.00 AM – 17.00 PM

JOB RESPONSIBILITIES

- Payable entries to the internal accounting system
- Process employees' expense reports
- Prepare bank transfer data and check
- Check daily bank transactions
- Keep/Maintain control sheets for specific account titles
- Exchange accounting documents with HQ accounting dept.
- Register vendor/supplier codes to the system
- Prepare appropriate reports as requested by Chief Accountant

- Accounting document control

JOB REQUIREMENTS

- This position, salary around 20,000 THB – 30,000 THB
- Graduate in institution of education level, bachelor's degree or higher in accounting.
- Education: A relevant degree in Finance, Accounting, Business, or a related field.
- Excellent English writing skills..
- Able to use computer literacy in MS Office, Excel

会社説明