



PR/116644 | 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

1519909

## 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03月04日 11:01

## 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

## OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

Admin Staff (Accounting Support, Import, BOI, Sales Co) (Workplace around BTS Saladaeng, MRT Silom, Bangkok)

Position: Admin Staff (Accounting Support, Import, BOI, Sales Co)

Location: BTS Saladaeng, MRT Silom, Bangkok

Business: Electronic parts trading

Working hour: Monday – Friday, 9.00 AM – 17.30 PM

## **JOB RESPONSIBILITIES**

- Handle overall loops in Admin:Coordinator, Financial, Sales Coordinator, Accounting support, Import, BOI.
- Work in small company size.
- Coordinate with accounting firm. Collect accounting document, accounting firm handle closing task.
- Learn current accounting task and support current staff.
- Import tasks, contact with logistics company and arrange schedule.
- BOI, check the number of parts based on client certification of export.
- Support Sales Assistant, sales report, update price, sales record, sales statement to customer monthly.
- Coordinate with supplier and head office for shipment invoices, related documents then pass to customers.
- Manage travelling arrangement, booking car, flight, hotel.
- Manage office facilities, car parking, building, office equipment maintenance.
- Other tasks assigned in related job.

## **JOB REQUIREMENTS**

- This position, salary around 20,000 - 25,000 THB
- Can start working immediately will be advantage.
- Willing to work in small company size, representative office.
- Can start working immediately will be advantage.
- Welcoming fresh grad - 1 years' experience in Admin, Sales admin, office management, accounting support.
- Graduate in institution of education level, bachelor's degree or higher.
- Ability to communicate in English with foreign boss.
- Having TOEIC score to guarantee English skill will be advantage.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Saladaeng, MRT Silom, Bangkok

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会社説明