



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02月04日 11:42

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

会社説明