



## PR/116735 | Office Operations Manager

### 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

1522391

#### 業種

ITコンサルティング

#### 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 04:00

### 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

#### OVERVIEW

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

Office Operation Admin, Accounting (Workplace around BTS Punnawithi, Bangkok)

Position: Office Operation Admin, Accounting

Location: BTS Punnawithi, BKK

Business: IT, Tech

Working hour: Monday – Friday, 9.00 AM – 18.00 PM (Having WFH)

**JOB RESPONSIBILITIES**

- Handle overall loops of operation task in HR, Accounting, Admin, Labor Law.
- Work in IT Startup company, small company size.
- Develop and maintain office-related policies and procedures in line with local legislation and company standards.
- Handle overall office admin tasks
- Monitor office equipment service agreements, ensuring timely renewal and rate negotiation.
- Payroll Management, process monthly payroll.
- Compliance & Reporting, maintain employee records confidentially in compliance with privacy laws.
- Accounting and financial Management: AP, AR, Issue and manage invoices, confirm and record incoming payments, manage payments.

check financial statements, prepare monthly, quarterly, and annual financial reports, communication and reporting with headquarters.

- Labor Management, manage employee attendance, payroll calculation and social insurance procedures.
- HR tasks, onboarding of new employees and offboarding of departing employees, ensure compliance with labor laws.
- Handle welfare and benefits for staff, compensation and benefits, health insurance, annual company health check-up.
- HR legal & compliance, handle corporate work and documentation of companies, manage regulations.
- Handle Visa, Work permit, 90 days report, various permit applications and renewals.
- Other tasks assigned in related job.

**JOB REQUIREMENTS**

- This position, salary around 70,000 - 80,000+ THB
- Graduate in institution of education level, bachelor's degree or higher in Accounting, English, Management and etc.
- Over 7 years' experience in Office admin, Accounting, HR.
- Knowledge in Accounting AP, AR.
- Knowledge in Labour law.
- Business Level in English, conducting professional duties effectively in English.
- Ability to communicate in English with foreigners, communicate smoothly with overseas headquarters.
- Able to work under pressure and different culture.
- Willing to work in small company size, representative office.
- Able to use computer literacy in MS Office, Excel
- Experience in liaising with government offices and handling relevant administrative tasks.
- Able to travel to work around BTS Punnawithi, Bangkok