



PR/116753 | Assistant to Japanese MD (Costing Department)

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

1523446

業種

小売

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25日 10:32

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

Job Title: Assistant to Japanese Manager (Costing Department)

Salary range: 30,000 - 50,000 THB per month.

Location: Amata City Industrial Estate, Rayong

Job Description:

We are seeking a dedicated and detail-oriented individual to assist our Japanese MD in the costing department. Who is currently handling costing tasks on their own. The role primarily involves working closely with the manager on various tasks but is not directly related to accounting.

Key Responsibilities:

- Assist the Japanese manager with data collection, analysis, and report creation.
- Organize and compile data for reporting purposes.
- Support in general administrative tasks as required by the manager.
- Analyze and prepare reports using Excel.

Requirements:

- No specific educational background required—any degree is acceptable.
- **Strong expertise in Excel is a must (data handling, reporting, etc.).**
- **Good communication skills in English (Japanese language skills are a plus).**
- Experience in accounting is a plus, but not necessary.

会社説明