



PR/116799 | General Affairs Staff\_New-set up (Japanese-speaking in any level)

#### 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

1524286

#### 業種

その他

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

経験考慮の上、応相談

#### 更新日

2025年04月15日 05:01

#### 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

#### General Affairs Staff (Japanese-speaking) New set-up company

**Location:** Rama 3

**Industry:** Retail, Fashion

**Working Date and Time:** Monday to Friday 8.30 A.M. – 5.30 P.M.

**Salary:** 40,000 – 45,000 THB/Month

#### Key Responsibilities:

Human Resources (10%):

- Execute recruitment budgets and take necessary actions to fulfill vacancies or replacements in liaison with the company.

- Support payroll-related work in a timely manner.
- Plan annual performance appraisal schemes and budget in line with corporate direction.

Accounting (10%):

- Prepare payment request data (both external and internal) and coordinate with the accounting team.

General Affairs (70%):

- Translate documents between Thai, Japanese, and English as requested.
- Arrange Board of Directors and Shareholders' meetings according to the schedule.
- Arrange flight and hotel bookings for business trips as requested.
- Perform any other ad-hoc duties as assigned by managers.

**Qualifications:**

- Over 3 years of working experience as an HR, Admin, General Affairs, preferably in the fashion industry or a startup environment.
- Knowledge of basic labor law, accounting, and payroll.
- Ability to communicate, influence, and negotiate effectively with all levels of employees.
- Friendly personality with rich knowledge of human resources and extensive experience in the retail industry.
- Proficiency in Japanese, Thai, and English languages.

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会社説明