



## PR/116875 | Admin (Japanese Speaking)

### 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

1529953

#### 業種

教育・学校

#### 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 11:36

### 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:** Admin (Japanese Speaking, JLPTN3+)

**Location:** Bangkok, Thailand

**Job Type:** Full-time, Monday – Friday from 10:30 to 19:30

#### Responsibility:

- Admin
  - Support in preparing and managing internal documents.
  - Occasionally visit university fair or Japanese fair (transportation provided).

- Manage office supplies and rental contract/fee.
- Accounting
  - Gather documents accounting document.
  - Coordinate with accounting outsource company.

**Qualification:**

- Bachelor's Degree in any field.
- Fresh graduates are welcome.
- Proficient in Japanese (minimum JLPTN3)
- Proficient in English (minimum intermediate level)

**Benefits:**

- Annual bonus
- Transportation allowance
- Annual leave
- Holiday and leave
  - Birthday leave and dinner party
  - 1 week around the end of July
  - 1 week around December (New Year)
  - 1 week around April (Song Karn)
- Health insurance
- Overtime

**How to Apply:** If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

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会社説明