



JAC Recruitment

We are recruitment specialists around the globe

Thailand

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

1534289

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22日 14:46

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!

会社説明