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| **Job Description 【 Nitori Retail Thailand Co.,Ltd.】URL:** | |
| Job Position役職 | Administration Chief |
| Job Type 雇用形態 | Permanent |
| Nationality, Gender国籍, 性別 | None (but not for those who need a visa) |
| Age 希望年齢 | None |
| Place of Work 勤務地 | Room19 2Jasmine Bldg., 12th Fl., Soi Prasarnmitr(Sukhumvit23), Sukhumvit Rd., North Klongtoey, Wattana, Bangkok 10110 |
| Number of Employees 社員数 | About 100 people are scheduled for the end of 2023 |
| Working Day, Hour 勤務日、時間 | five days a week , 8 hours work |
| Monthly Gross Salary  月額総給与額 | 30,000THB～40,000THB |
| Allowance 手当詳細 | comply with the labor law |
| Benefit 福利厚生 | comply with the labor law |
| Duties and Responsibilities  業務内容 | Inquiries and applications to Thai government agencies  Purchase of equipment, etc.  Arranging hotels, air tickets, etc.  Payroll  Payment processing  Recruitment support  Accounting (if possible) |
| Eligible candidate  応募資格者  (Required必須条件) | Those who have more than 3 years of experience as an administrator |
| (Preferred歓迎スキル等) |  |
| Language Skill/Level 言語スキル | Required English |
| Expected join date 希望入社日 | Anytime |
| Process of interview面接プロセス | 1st interview, 2nd interview, written test |
| Remarkその他 |  |

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| **SAMPLE**  **Job Description 【ABCD Company Ltd.】URL: http://ABCDcompany.co.th** | |
| Job Position役職 | Accounting Staff |
| Job Type 雇用形態 | Full Time |
| Nationality, Gender国籍, 性別 | Male and Female / Thai only |
| Age 希望年齢 | 22 – 25 years old |
| Place of Work 勤務地 | No 43, 18th Floor, Thai CC Tower, Room No. 184, South Sathorn Road, Yannawa, Sathorn, Bangkok 10120 |
| Number of Employees 社員数 | Total: 35 employees / Related Department: 25 employees |
| Working Day, Hour 勤務日、時間 | Working Day: Monday – Friday / Working hour: 08:30 – 17:30 |
| Monthly Gross Salary (Included Allowance)  月額総給与額（手当込） | 20,000 – 30,000 THB |
| Allowance 手当詳細 | * Attendance Allowance: 1,000THB per month * Transportation Allowance: 2,000THB per month |
| Benefit 福利厚生 | * Dinner party (Monthly) * Company trip (Yearly) * Bonus (Average 2 month) * Salary increase (2 times per year) |
| Duties and Responsibilities  業務内容 | * Oversee and manage the general accounting functions, including, but not limited to: accounts payable, accounts receivable, general ledger, and taxes. * Close monthly, quarterly and year-end financial statement * Prepare, review, and analyze financial statements * Supervise and/or manage general ledger accounting functions. * Develop staff work performance, provide ongoing training, * Work with external auditors to ensure correct and timely closing and reporting at year-end. |
| Eligible candidate  応募資格者  (Required必須条件) | * Bachelor’s degree in accounting field. * Must have work experience at least 3 - 5 years. * Must have experience to close financial statement monthly. * Must have knowledge of overall accounting. * Must have deep knowledge of tax law. * Able to communicate in English. (communication level is ok) * Detail oriented, multi-tasker and possesses good time management skills. * Have an analytical mind with problem-solving skills. |
| (Preferred歓迎スキル等) | NA |
| Language Skill/Level 言語スキル | English: Communication level |
| Expected join date 希望入社日 | 1st October 2020 |
| Process of interview面接プロセス | Total 2 times: with HR staff and with Director |
| Remarkその他 | NA |