

Admin and Finance Support

Responsibilities

Roles and Responsibilities:

- Organizing and managing schedules and calendars for staff.
- Assisting the HR department with personnel databases, job postings, and interviews
- Managing office supplies and ordering new supplies as needed.
- Organize a filing system for important and confidential company documents.
- Processing invoices, tax payments, and monthly payroll.
- Prepare the following reports for the accounting department:
 - Sales report
 - Withholding tax report
 - Receipt/tax invoice report
 - Payment request report
 - Staff claims/leave/Social Security report.
 - Petty cash report
 - Account balance report.
- Prepare and send tax receipts to clients and the accounting department.
- Coordinate with the Bank of Thailand for report submission.

Qualifications

- Proven experience working in an office environment and being able to handle multiple tasks
- Working knowledge of office software, including Microsoft Office applications
- Good command of English skills
- Good organizational skills
- Flexible, innovative, and effective in working collaboratively as part of a multicultural team

Hiring organization

OxPay

Employment Type

Full-time

Job Location

Thailand

Date posted

14/07/2022