



บริษัท ทาคะฮาระ ร้บเบอร์ (ประเทศไทย) จำกัด

TAKEHARA RUBBER (THAILAND) CO., LTD.

นิคมอุตสาหกรรมอมตะซิตี้ 7/438 หมู่ 6 ต. มายางพร อ.ปลวกแดง จ.ระยอง 21140

Amata City Industrial Estate 7/438 Moo 6, T. Mabyangporn, A.Pluakdaeng, Rayong 21140

Tel : 0-3802-9560 - 2 Fax : 0-3802-9563

## **\*\* Urgently required \*\***

TAKEHARA RUBBER (THAILAND) CO., LTD, a Japanese company leading manufacturer of Rubber Compounded manufacturing. Now, we are looking for dynamic, self-motivated, goal oriented associates to fulfill a member of key vacancies for our business

### **1) Accounting Senior Staff 1 position**

#### **Qualification:**

- Female, Thai nationality, age between 25 - 35 years old
- Bachelor's degree in accounting or related field
- At least 2 years' experience in accounting functions
- Good knowledge of Accounting Standard, VAT, Withholding Tax and Thai Tax Regulation
- Have Experience in dealing with import and custom department will be advantage
- Having knowledge of BOI will be advantage
- Able to work under pressure
- Computer literacy in MS Office
- Understand English will be advantage
- Have an own car

#### **Responsibility & Duties:**

- Coordinate with outsourcing accounting company for accurate completion and timely submission for preparing PND 3, 53, 50, 51, PP 30 as compliance with tax regulations
- Responsible for preparing Tax Invoices, Withholding Tax and Purchase and Sales report
- Responsible for overall Accounting including AP and AR and report to management
- Responsible for Payment management
- Responsible for monthly inventory and costing reconciliation
- Take care of Petty cash and General expenses
- Other related jobs as assigned by management

#### **The company offers compensation and benefits details as below;**

• Housing allowance, Food allowance, Diligent allowance, Gasoline allowance, Uniform, Group Life Insurance, Provident Fund, New Year's Party, etc.

Interested person please contact: K. Nussinee

TAKEHARA RUBBER (THAILAND) CO., LTD.

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