




Job Opportunities



Mizuho Bank, Ltd. Bangkok Branch

We are looking for enthusiastic and energetic persons to join our bank in the following positions:

RECEPTION (Temporary Staff)

Responsibilities:

- Perform duties of Receptionist for receiving guests.
- Handling all incoming mails or normal mails, EMS.
- Registered mails and couriers.
- Support duties at Delivery Document Counter for handling incoming and outgoing documents to customers.
- Support duties of secretary when necessary.
- Any other duties assigned by Group Head.

Qualifications:

- Bachelor's Degree or higher.
- Thai Female, Age 22-32 years old.
- Experience 0-3 years in Receptionist.
- Basic Communication / Daily Conversation of English.
- Computer Literacy in Word, Excel, Power Point.


Please send your resume, **qualifications and transcript as well as one recent photo** to:

Email: th-recruitment@mizuho-cb.com

Tel: 02-200-2560 Ext: 4452, 4461

(Mizuho Bank,Ltd. Bangkok Branch :

98 Sathorn Square Office Tower, North Sathorn Road, Silom, Bangrak, Bangkok 10500)



Job Opportunities



Mizuho Bank, Ltd. Bangkok Branch

We are looking for enthusiastic and energetic persons to join our bank in the following positions:

ACCOUNTING (Temporary Staff)

Responsibilities::

- To do Bank Reconcile.
- Update exchange rate.
- Prepare detail for some account code.
- Administrative Job.

Qualifications:

- Bachelor's Degree or higher in Accounting.
- Thai Male or Female, Age 22-28 years old.
- Experience 0-3 years in Accounting Division.
- Basic Communication / Daily Conversation of English.
- Computer Literacy in Word, Excel, Power Point.

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