



better work, better life

Thailand Salary Guide 2015

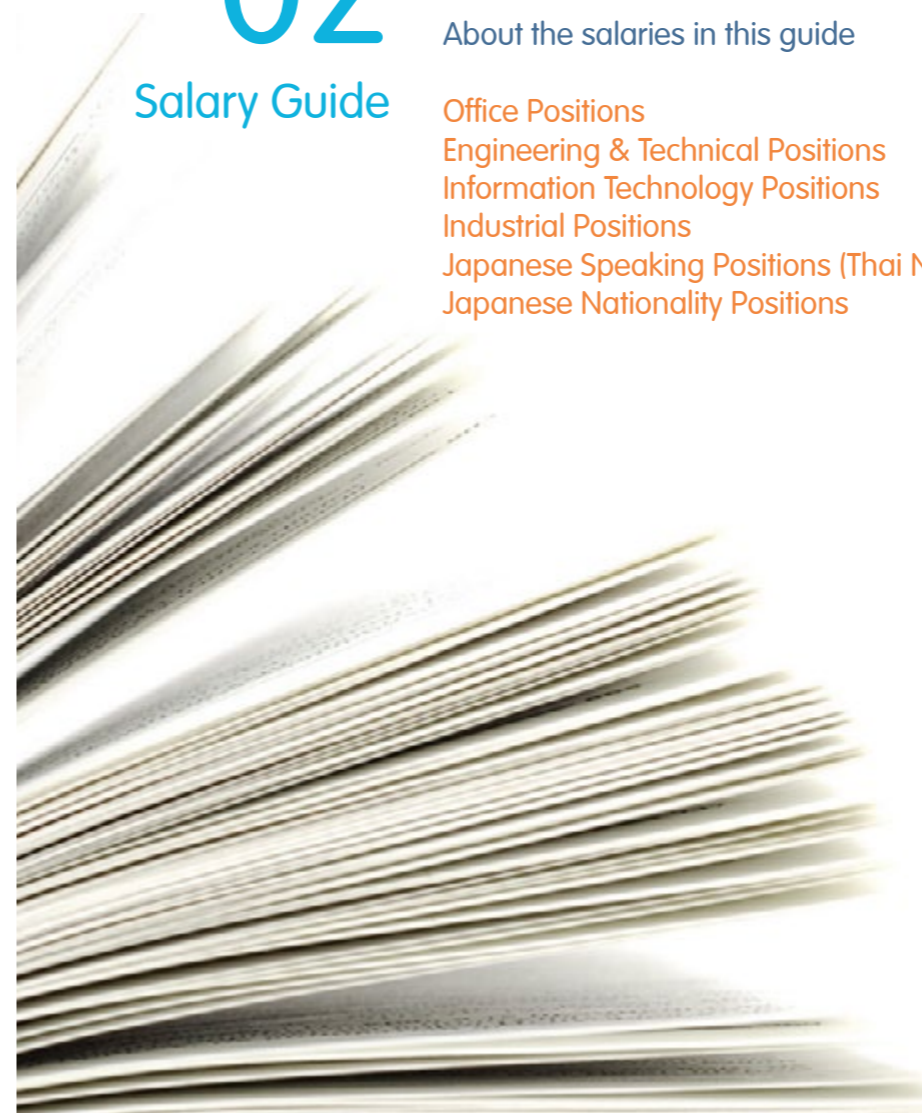


Salary Guide

2015
THAILAND

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About Adecco

Who we are.

The Adecco Group is the world's leading provider of HR solutions. With nearly 33,000 FTE employees and over 5,500 branches, in over 60 countries and territories around the world, we offer a wide variety of services, connecting about 700,000 associates with over 100,000 clients every day.

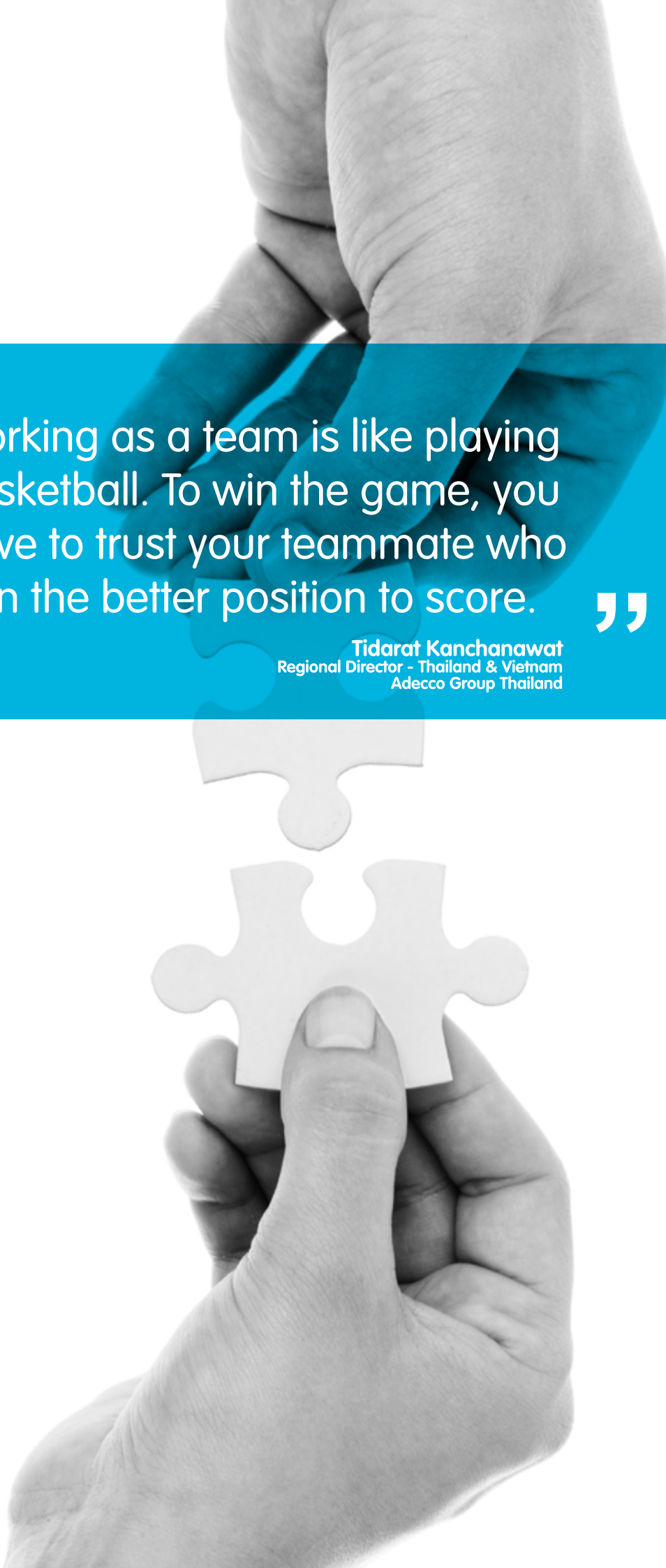
Established in 1989, Adecco Thailand currently operates 10 business units and connects with over 10,000 associates each day through the Adecco network of over 200 employees.

What we offer.

Adecco Thailand offers a range of services including recruitment services, employment and outsourcing services, HR consultation services, training solutions, and outplacement services. Our recruitment managers and consultants are in possession of expertise, knowledge of industry and employment trends.

Disclaimer

The Adecco Thailand Salary Guide 2015 is representative of a value added service to our clients and candidates. Whilst every care is taken in the collection and compilation of data, the guide is interpretive and indicative, not conclusive. Therefore information should be used as a guideline only and should not be reproduced in total or by section without written permission from Adecco Thailand.



“ Working as a team is like playing basketball. To win the game, you have to trust your teammate who is in the better position to score. ”

Tidarat Kanchanawat
Regional Director - Thailand & Vietnam
Adecco Group Thailand

Message from Regional Director



Nowadays, the workforce supply and demand ratio remains firmly in favor of candidates. The recruiters in the executive and managerial space have observed significant changes in hiring practices, the most important being a shift from an employer-driven market to a candidate-driven market.

According to our recent survey of over 2,276 candidates in Thailand, compensation is the number one key factor for retention and engagement. Compensation plays an important role in job satisfaction and an employee who feels adequately compensated monetarily is more likely to stay with the organization. Our data also shows that the recruitment trend continues to be high demand for high-level skills and also remains a challenge. We know it is the ability to make the right connections that delivers the required talent for businesses to thrive.

We are certain that our Adecco Thailand Salary Guide 2015 will give you the insight you need to meet emerging salary expectations in order to recruit, retain, and engage your current talent and your future workforce. We hope you enjoy our survey, salary guide, and market insights, and we look forward to working with you in future.

If you need further information, please feel free to send your questions, comments, and any feedback to us at

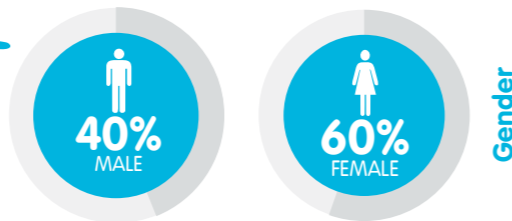
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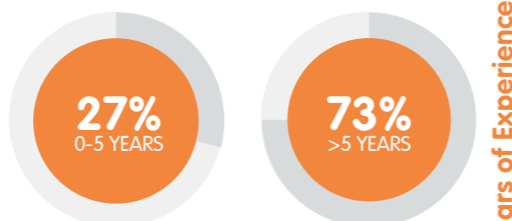
Tidarat Kanchanawat

Regional Director - Thailand & Vietnam
Adecco Group Thailand

Insight from the workforce

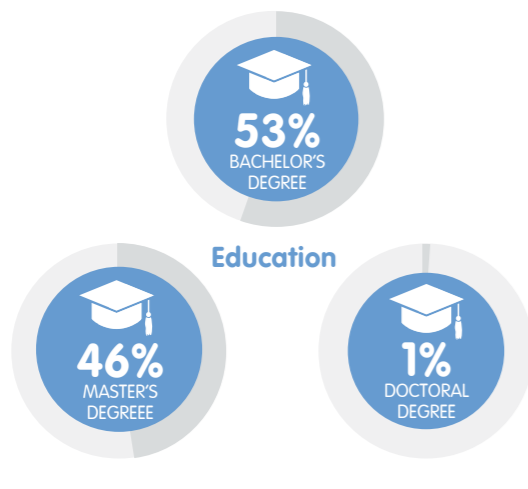


Gender

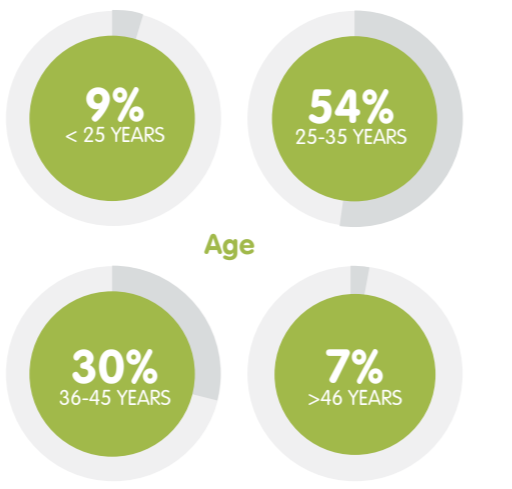


Years of Experiences

The survey was conducted by Adecco Thailand on the topic of **"Stay or leave: What matters most?"** 2,276 candidates across the country participated in this survey in Q4/2014. The objective was to find the key driving factors that influence employees' decisions to stay in an organization and what they look for during job shifts. Both HR and Business Leaders can use these findings to develop retention and engagement strategies in order to retain the employees that they have worked hard to recruit into the company.



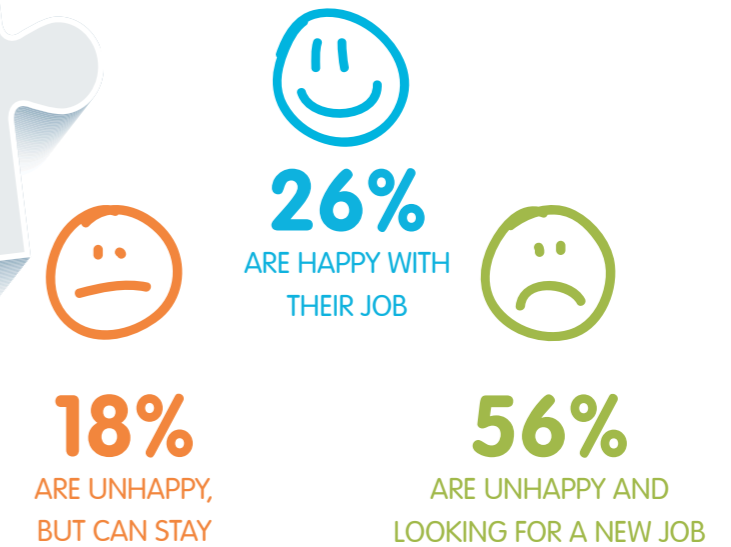
Education



Age



Are employees satisfied with their current job?



Are employees satisfied with their current salary?

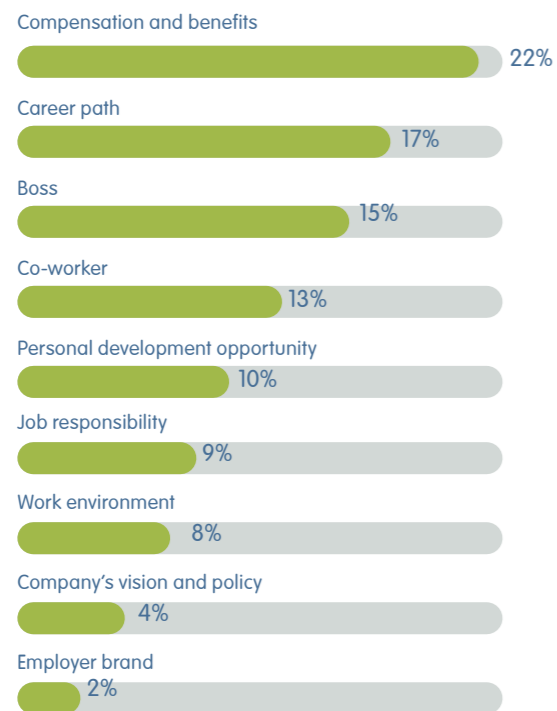




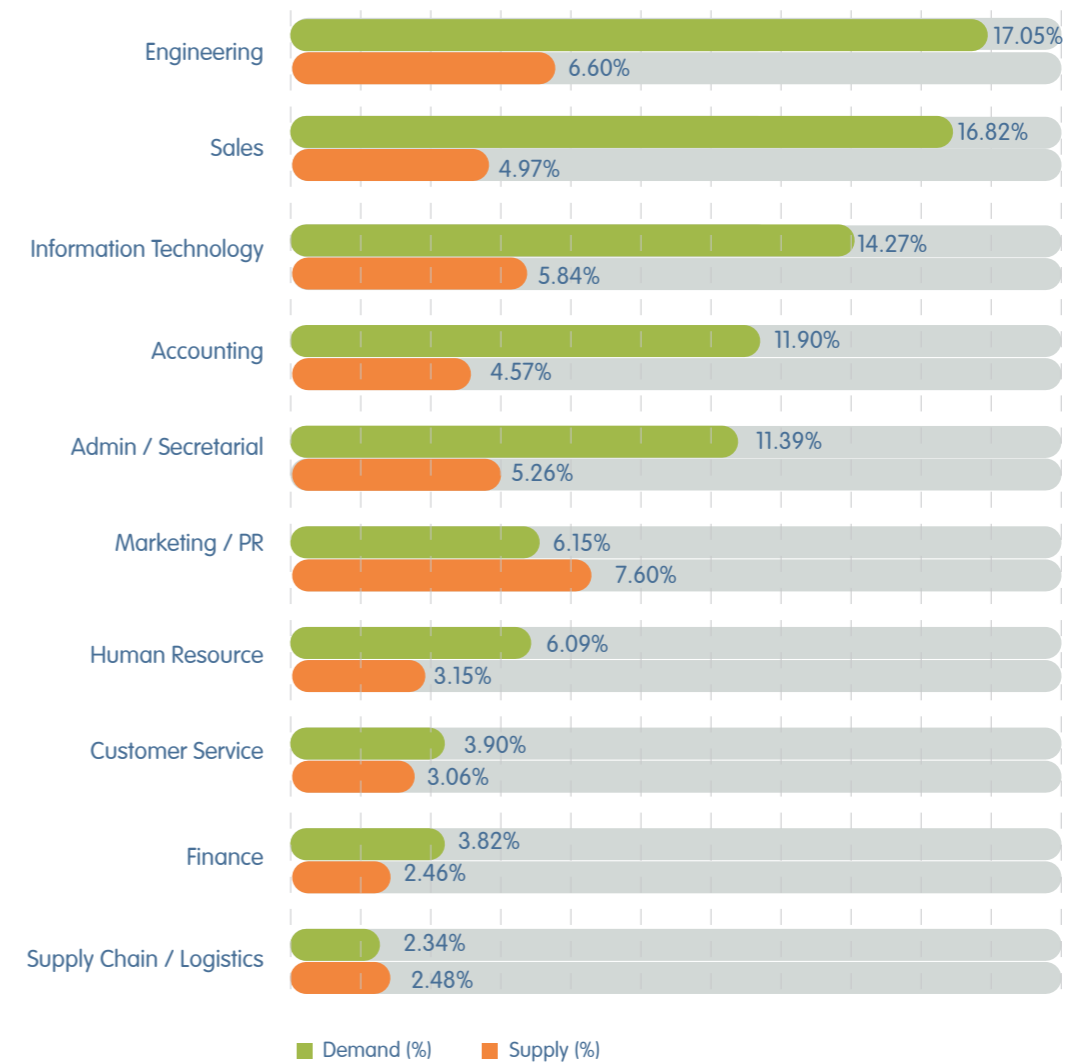
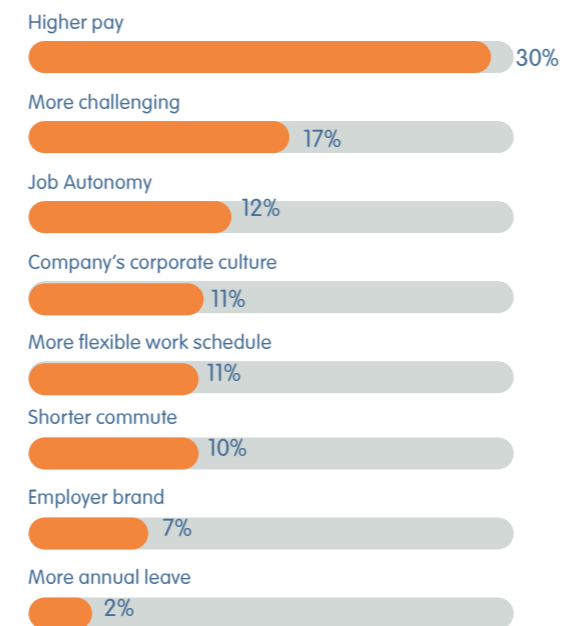
Stay or Leave: What matters most?

2014 Top 10 Workforce most demand vs most supply

What motivates employees to stay in the organization ?



What are employees looking for during job shifts ?



About the salaries in this guide

The figures in this salary guide are based on the data from Adecco Thailand's clients and candidates. They reflect the typical salary for an individual's job based on location, experience, education, certifications and other considerations. Salaries for your positions may be further influenced by company size, benefits offered, and local supply and demand trends. The data in our guide represents base salary only.

For more information on salaries in your job market, please contact your Adecco representative or webmaster@adecco.co.th



Office Positions

Top 10 office position trend for 2015

Job Position	Job Description	Exp. 0-5 years		Exp. 5 years and up	
		Min	Max	Min	Max
Account Manager	In charge of specific accounts/group accounts related to each sales team & business functions.	25,000	30,000	50,000	60,000
Administrative Officer / Staff	Responsible for administrative functions and support related sections. Manage document support for related departments.	15,000	30,000	30,000	50,000
Brand Manager	Hold ownership of the marketing plan for key brand(s). Fully responsible on P&L for brand in Product Development, Advertising, Research, etc.	25,000	50,000	55,000	150,000
Customer Service Executive (Coordinator / Order Administrator)	Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.	15,000	40,000	40,000	55,000
Financial Analyst	Responsible for business plan development. Handle feasibility study for new projects, industry analysis and financial projections. Advise and analyze product pricing and create clients' portfolio and approve client loans.	20,000	40,000	50,000	200,000
HR Generalist / HR Specialist	Oversee Recruitment, Training and other specialty departments.	25,000	50,000	50,000	100,000
Logistic Manager	Control and manage team in the Logistics Department.	N/A	N/A	50,000	130,000
Managing Director	Set the culture and develop strategy and direction for the company. Lead the executive/senior management of the company (including firing and hiring) and manage Financial and Physical resources.	N/A	N/A	200,000	300,000
Sales Administrator/ Sales Support	Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.	15,000	25,000	35,000	50,000
Sales Manager	Achieve sales over target. Responsible for product selling. Implement field force strategic planner, targets and schemes for incentive setting and Business environment training. Align with marketing team to implement the marketing program.	N/A	N/A	20,000	130,000

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
ACCOUNTING				
Accounting & Finance Supervisor (CPA)	N/A	N/A	80,000	150,000
Accounting Analyst	25,000	50,000	50,000	100,000
Accounting Assistant	15,000	30,000	30,000	70,000
Accounting Director	N/A	N/A	100,000	200,000
Accounting Manager	N/A	N/A	50,000	180,000
Accounts Payable	15,000	45,000	45,000	80,000
Accounts Receivable Accountant	15,000	40,000	45,000	70,000
Asset Transaction Specialist	N/A	N/A	60,000	80,000
Assistant Accounting Manager	25,000	30,000	35,000	70,000
AVP - Accounting and Finance	N/A	N/A	80,000	200,000

Accounting & Finance Supervisor (CPA)

Handle all management reports and involve in analysis tasks. Oversee all operations of finance / accounts, month-end closings, financial statement reports.

Accounting Analyst

Perform duties related to fixed-asset accounting, bank reconciliation, cost allocation, account closing, financial accounting and balance sheet accounts reconciliation. Review and monitor accounting controls to ensure accurate and timely financial records.

Accounting Assistant

Handle general accounting functions including accounts payable, accounts receivable and general ledger. Responsible for balancing and reconciliations. Specialise in one area of the accounting function and understanding of bookkeeping procedures.

Accounting Director

Supervise all month-end and year-end accounting procedures and oversee the general accounting function. Ensure that the accounting department is staffed with qualified of meeting the objectives and responsibilities. Ensure that company Accounting & financial reports are prepared in compliance with policies and directives of company.

Accounting Manager

Ensure accuracy of accounting standards, all management reports, internal and external reporting. Control and monitor daily transactions. Responsible for all accounting and tax

Accounts Payable

Perform any combination of routine calculating, posting business transactions, processing invoices, and verifying financial data for use in maintaining accounts payable records. Obtain accurate information and/or data regarding invoice payments.

Accounts Receivable Accountant

Prepare invoices, receipts and tax invoices. Follow up on customer payment and prepare VAT reports.

Asset Transaction Specialist

Analyze/verify value of property to sales to investors or buyer. Negotiate to sell facilities. Coordinate with country team to identify workflow and asset shifts. Finalize contract with buyer.

Assistant Accounting Manager

Manage and control the accounts function and monitor team performance.

AVP - Accounting and Finance

Utilize strong accounting and finance understanding to develop insights into financial performance of a large, complex and highly profitable multinational company. Work closely with Finance and Actuarial teams to regularly unravel and explain IFRS results. Further work with the rest of the team to partner business units to effectively develop strategies, budgets, business cases and be instrumental in facilitating management and business units in making timely and correct decisions.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Costing Executive	16,000	30,000	40,000	80,000
Costing Manager	N/A	N/A	80,000	100,000
Finance & Accounting Manager	N/A	N/A	60,000	150,000
Internal Audit Manager	N/A	N/A	50,000	150,000
Internal Auditor	35,000	50,000	60,000	100,000
Junior Accounts	15,000	40,000	N/A	N/A
Project Accountant	30,000	40,000	40,000	60,000
Senior Accountant	25,000	40,000	40,000	80,000
Tax Consultant	39,000	49,000	50,000	100,000

Costing Executive

Prepare Factory Costing. Prepare reports on Cost Accounting, Distribution Sheet of Manufacturing Expense. Manage Month-end closing, General Ledger Book Factory and Trial Balance, Profit and Loss.

Costing Manager

Plan, develop and supervise all cost functions. Insure that all project cost activities such as data collection, field estimating, productivity analysis and budget forecasting comply with company and client requirements. Develop and implement project cost standards and procedures. Provide support service to the project teams to assist and guide the establishment of the project budgets and project control tools.

Finance & Accounting Manager

Manage financial and accounting functions. Manage and monitor finance and Accounting team. Responsible for the whole company's financial and accounting functions and data processing, including financial management and cost accounting.

Internal Audit Manager

Audit financial, operational, system and process of the company's business units and outsourced operations. Responsible for planning, executing and completing audit fieldwork according to established schedule. Recommend internal control improvements that may include operational enhancements or efficiencies and prepare audit reports as well as document controls. Be a team player and embrace the company's compliance principles as a key component of audit process.

Internal Auditor

Conduct audits to verify accuracy of records and compliance with standards, policies and procedures. Compile audit findings and recommendations to modify and improve systems and procedures.

Junior Accounts

Record day-to-day transactions, prepare payment vouchers, manage and calculate Tax and handle Bank reconciliations. Verify and post transactions to journals, ledgers and other records. Prepare statements, invoices and vouchers. May handle balancing and reconciliations. May specialise in one area of the accounting function.

Project Accountant

Perform cost control activities, record and check expenditures. Monitor process of payments and prepare data for monthly cash call, withholding tax and income tax submissions.

Senior Accountant

Responsible for full accounting transaction (A/P, A/R, G/L), balance sheet, financial statement and reporting. Consolidate financial reports to assist management analysis. Ensure all account transactions are accurate and timely. Prepare and produce the financial reports and documents to ensure the accuracy as well as compliance of the reports within defined schedule. Analyse an impact on financial operation due to new business, changes of business or regulations.

Tax Consultant

Prepare monthly and yearly VAT, Corporate Income Tax, provide Tax advisor to business unit and deal with Revenue Department. Work as a tax professional, dealing with authorities; preparing tax advice report; researching; preparing corporate income tax returns.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
VP - Accounting and Finance	N/A	N/A	80,000	200,000
ADMIN / SECRETARIAL				
Accounting Executive / Officer	15,000	35,000	45,000	80,000
Administrative Assistant	10,000	35,000	40,000	70,000
Administrative Manager	N/A	N/A	40,000	90,000
Administrative Officer / Staff	15,000	30,000	30,000	50,000
Cashier	13,000	15,000	N/A	N/A
Clerk	22,000	25,000	N/A	N/A
Data Entry	10,000	30,000	N/A	N/A
Executive Secretary / PA	20,000	40,000	40,000	70,000

VP - Accounting and Finance

Have a wide range of duties related to oversee and secure a company's finances. Some of these specific tasks include managing the company's debt, overseeing the company's accounting protocols, ensuring that the company's financial portfolio and its employees are following standard, legal accounting rules and acting as a leader within the company's executive framework.

Accounting Executive / Officer

Handle cash receipts, expenditures, investments, purchasing, inventory, assets and payroll. Record all transactions. Prepare and submit VAT reports. Assist with assets and inventory control and handle general accounting functions.

Administrative Assistant

Handle documents and support functions, such as filing and other administration functions. Coordinate with internal departments.

Administrative Manager

Provide general administrative support to all departments. Handle supplier contract management. Coordinate and maintain company's documents and office properties.

Administrative Officer / Staff

Responsible for administrative functions and support related sections. Manage document support for related departments.

Cashier

Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks.

Clerk

Responsible for providing administrative and clerical services in order to ensure effective and efficient administrative operations. The Administrative Clerk must comply with the Financial Administration Act, Generally Accepted Accounting Principles and settlement policies and procedures.

Data Entry

Entry the data into the system.

Executive Secretary / PA

Support top Management and handle confidential matters. Responsible for secretarial tasks, appointment arrangements, travel arrangements and other tasks as assigned. Hands on some interpretation in the meetings and document translation.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Interpreter	15,000	60,000	60,000	65,000
Junior Secretary / Secretary	18,000	35,000	45,000	55,000
Messenger / Dispatch / Bill Collector	10,000	15,000	N/A	N/A
Office Manager	N/A	N/A	50,000	70,000
Project Coordinator (General)	15,000	40,000	40,000	70,000
Receptionist	15,000	30,000	35,000	40,000
Report Analyst	15,000	20,000	20,000	50,000
Sales Administrator/ Sales Support	15,000	30,000	35,000	55,000
Senior / Department Secretary	18,000	40,000	45,000	70,000
Senior Administrator	30,000	40,000	40,000	60,000

Interpreter

Provide language conversion in a range of business meetings, production lines, training and seminar as assigned. Handle document translation.

Junior Secretary / Secretary

Responsible for secretarial tasks as assigned, such as scheduling meetings as well as taking minutes of meeting. Handle both personal and business affair arrangement. Provide secretarial and administrative support to department / senior secretary. Handle all secretarial duties include typing, filing and other tasks as assigned. Hands on role in meeting and document translations.

Messenger / Dispatch / Bill Collector

Responsible for mail delivery and collection. Motorbike license required and run simple errands.

Office Manager

Provide general administrative support to all departments. Handle supplier contract management and some accounting tasks (tax, invoice and payroll). Coordinate and maintain company's documents and office properties.

Project Coordinator (General)

Assist the Project Manager and Superintendent, where applicable, in the day to day duties of a project's administration under the guidance and direction of the project.

Receptionist

Responsible for greeting and welcoming guests. Handle guest enquiries and complaints, make outgoing calls and answer incoming calls as well as meeting room arrangements and maids and messengers handling.

Report Analyst

Perform complex data analysis in support of ad-hoc and standing management or customer requests. Sometimes perform data entry, data auditing, creating data reports and monitoring all data for accuracy.

Sales Administrator/ Sales Support

Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.

Senior / Department Secretary

Provide admin support, handle secretarial tasks such as minute taking, meetings and appointment arrangements, presentation preparation, correspondence, screen calls & mails, travel arrangements and office management for departments.

Senior Administrator

Responsible in the administrative function and support related sections. Manage document support for related departments. Report directly to the Administrative Manager.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
CUSTOMER SERVICE				
Cabin Senior / Cabin Service Director / Purser	15,000	22,000	25,000	30,000
Call Center	15,000	20,000	25,000	30,000
Customer Service (Travel Agent)	15,000	20,000	20,000	55,000
Customer Service Coordinator (Ground Staff)	15,000	30,000	30,000	40,000
Customer Service Executive (Coordinator / Order Administrator)	15,000	40,000	30,000	60,000
Customer Service Ground Staff Manager	N/A	N/A	50,000	60,000
Customer Service Manager	25,000	40,000	40,000	100,000
Flight Attendant	20,000	25,000	25,000	45,000
In-Flight Manager	N/A	N/A	80,000	100,000

Cabin Senior / Cabin Service Director / Purser

Manage and solve the problem in the cabin.

Call Center

Manage incoming and outgoing calls, provide service and information to customers and handle enquiries and complaints.

Customer Service (Travel Agent)

Handle passenger queries regarding the flight and travel documents, process the check-in, inspect the travel document and handle lost & found issues.

Customer Service Coordinator (Ground Staff)

Handle flight preparations (editing & close out), communication to internal & external people, special cases preparation, communication to technical crew and cabin crew, A/C loading, etc.

Customer Service Executive (Coordinator / Order Administrator)

Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.

Customer Service Ground Staff Manager

Manage all aspects of the Airline's operations at airports overseas, including customer service, baggage and cargo handling, inflight catering, ground safety regulations, and airport emergency plans.

Customer Service Manager

Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.

Flight Attendant

Responsible for inflight safety and services. Ensure 100% compliance of safety procedure. Provide service to passengers by complying with the airline's service procedure.

In-Flight Manager

Manage and control overall operation during the flight.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
CUSTOMER SERVICE				
Instructor (Cabin & Service)	N/A	N/A	35,000	55,000
Medical Product Specialist / Expert	15,000	35,000	30,000	150,000
Operation Manager	N/A	N/A	50,000	120,000
Report Analyst	15,000	20,000	20,000	50,000
DESIGN / DECORATIVE / ARCHITECT				
Art Director	N/A	N/A	60,000	70,000
Graphic Designer	20,000	25,000	35,000	40,000
FINANCE				
Assistant Finance Manager	N/A	N/A	37,000	80,000
AVP - Accounting and Finance	N/A	N/A	80,000	200,000

Instructor (Cabin & Service)

Provide service and safety to all training crew.

Medical Product Specialist / Expert

Responsible for providing effective clinical support, consultation and training to decision makers, nursing staff, patients. Seek new account opportunities while maintaining existing client relationships and provide technical support.

Operation Manager

Manage and supervise operations team to achieve the company's objectives. Manage the improvement project or expansion project to increase process capability and efficiency. Coordinate with other functions in any related activities.

Report Analyst

Perform complex data analysis in support of ad-hoc and standing management or customer requests. Sometimes perform data entry, data auditing, creating data reports and monitoring all data for accuracy.

Art Director

Oversee the entire creative process of organization including, but not limited to, meeting with clients, creating the initial design concepts and approving final drafts. Manage a large or small team of designers and assure the clients' needs are met.

Graphic Designer

Create various types of art for magazines, newspapers, advertising publications, marketing and promotional materials, signs, web pages, and much more. Most of the art is created through the use of computerized design programs such as Adobe Suite.

Assistant Finance Manager

Perform a variety of tasks under the leadership of an organization's controller or finance director. Prepare and present a company's financial statements in accordance with generally accepted accounting principles (GAAP), company guidelines and industry requirements. Partner with internal or external auditors to ensure that internal policies and guidelines around financial reporting mechanisms are functional and adequate.

AVP - Accounting and Finance

Utilize strong accounting and finance understanding to develop insights into financial performance of a large, complex and highly profitable multinational company. Work closely with Finance and Actuarial teams to regularly unravel and explain IFRS results. Further work with the rest of the team to partner business units to effectively develop strategies, budgets, business cases and be instrumental in facilitating management and business units in making timely and correct decisions.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Business Development Manager (Finance)	50,000	100,000	100,000	200,000
Chief Financial Officer	N/A	N/A	100,000	260,000
Collection Manager	N/A	N/A	80,000	100,000
Collection Officer	N/A	N/A	30,000	50,000
Collection Supervisor	N/A	N/A	35,000	50,000
Corporate Finance Specialist	N/A	N/A	35,000	50,000
Credit Analyst	25,000	40,000	55,000	100,000
Finance & Accounting Manager	N/A	N/A	60,000	150,000
Finance Manager	25,000	50,000	55,000	150,000
Financial Administrator / Officer	18,000	30,000	30,000	60,000

Business Development Manager (Finance)

Identify potential growth and external opportunities of growth to complement current portfolio, M&A activities to identify & acquire new business opportunity.

Chief Financial Officer

Responsible for financial analysis, business planning and forecasting. Manage and control finance, accounting and administrative department. Ensure accuracy of accounting and financial reports.

Collection Manager

Create collection programs and manage teams to achieve target.

Collection Officer

Follow up with the client loans and prepare collection report.

Collection Supervisor

Control collection team, create scripts and drive teams to achieve targets.

Corporate Finance Specialist

Recommend strategy focus including financing strategy, F/X management strategy and short term investment strategy. Coordinate with subsidiaries and bankers.

Credit Analyst

Analyze and create clients portfolio and approve clients' loan.

Finance & Accounting Manager

Manage financial and accounting functions. Manage and monitor finance and Accounting team. Responsible for the whole company's financial and accounting functions and data processing, including financial management and cost accounting.

Finance Manager

Set up accounting systems and responsible for financial and accounting matters. Provide timely and accuracy reporting. Institute, review and maintain effective financial management systems and internal controls. Cash flow projection and management, Budgeting and variance analysis, review key expenses, monitor inventory and recommend cost reduction programs.

Financial Administrator / Officer

Responsible for administrative functions and support related sections. Manage document support for related departments.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Financial Analyst	20,000	40,000	50,000	200,000
Financial Controller	N/A	N/A	150,000	250,000
Leasing Manager	N/A	N/A	60,000	80,000
Personal Financial Officer	N/A	N/A	40,000	50,000
Risk Management Analyst	30,000	50,000	50,000	70,000
Risk Management Manager	N/A	N/A	100,000	150,000
Senior Credit Analyst	N/A	N/A	45,000	80,000
Senior Investment Analyst	N/A	N/A	90,000	120,000
Settlement / Operation Officer	15,000	17,000	N/A	N/A
Trade Finance Officer / Executive	N/A	N/A	60,000	90,000

Financial Analyst

Responsible for business plan development. Handle feasibility study for new projects, industry analysis and financial projections. Advise and analyze product pricing and create clients' portfolio and approve client loans.

Financial Controller

Oversee the finance and accounting, treasury, budgeting, audit, tax, and purchasing. Responsible for cash flow management. Analyze and review financial statements, financial reporting and business trend analysis.

Leasing Manager

Sell, liaise with staff and other managers, and manage finances and operation of your property. Recruit and retain tenants and fulfill their needs as it relates to the terms of their lease.

Personal Financial Officer

Responsible for approaching prospect client to handle sales target. Analyze financial information obtained from clients to determine strategies for meeting clients' financial objectives. Answer clients' questions about the purposes and details of financial plans and strategies.

Risk Management Analyst

Analyses and manage portfolio delinquency and loss rates. Responsible for delivering credit losses within plan.

Risk Management Manager

Implement organization's risk management program. Develop system, policies & procedure for identification, collection & risk analysis.

Senior Credit Analyst

Analyze and create clients portfolio and approve clients' loan.

Senior Investment Analyst

Perform detailed analysis of ROI investment data. Monitor key marketing investment accounts. Preparation of planning, forecasting and monthly reporting process.

Settlement / Operation Officer

Supervise & monitor day-to-day operations.

Trade Finance Officer / Executive

Responsible for opening letter of Credit and handle for import/export documents.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
FINANCE				
Treasury	18,000	40,000	65,000	250,000
VP - Accounting and Finance	N/A	N/A	80,000	200,000
GOVERNMENT AFFAIR				
Government Affair Manager	N/A	N/A	60,000	120,000
Government Affair Officer	15,000	25,000	25,000	35,000
Regulatory Affairs Manager	N/A	N/A	60,000	120,000
Regulatory Affairs Officer	25,000	40,000	50,000	70,000
HUMAN RESOURCE				
Assistant Human Resource Manager	25,000	40,000	50,000	80,000
AVP - Human Resource	N/A	N/A	100,000	200,000

Treasury

Monitor the company's bank status both depositions and payments. Prepare payment and cash control.

VP - Accounting and Finance

Have a wide range of duties related to oversee and secure a company's finances. Some of these specific tasks include managing the company's debt, overseeing the company's accounting protocols, ensuring that the company's financial portfolio and its employees are following standard, legal accounting rules and acting as a leader within the company's executive framework.

Government Affair Manager

Manage and supervise team to liaison with government agencies such as the Ministry or Department regarding the documents, issue and any coordinations.

Government Affair Officer

Responsible for all liaison with government agencies such as the Ministry or Department regarding the documents, issue and any coordinations.

Regulatory Affairs Manager

Manage and supervise team to be responsible for regulatory affairs regarding product registration including preparing product information and submitting registration documents to government sector.

Regulatory Affairs Officer

Manage regulatory affairs regarding product registration including preparing product information and submit registration documents to government sector.

Assistant Human Resource Manager

Manage, plan and develop HR strategies and HR functions for the expansion and development of the business. Assist HR Manager in managing all HR functions.

AVP - Human Resource

Provide strategic, consultative Human Resource support and leadership for assigned business unit. Identify and frame human resource issues and solutions to business problems by providing human resource expertise in implementing the strategic business direction and in determining the essential tactical human resources elements.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
HUMAN RESOURCE				
HR - Compensation & Benefit	35,000	40,000	50,000	150,000
HR / Administrative Officer	13,000	40,000	50,000	60,000
HR Generalist / HR Specialist	25,000	50,000	50,000	100,000
HRD Manager (Regional) / Director	N/A	N/A	100,000	300,000
HRM Manager	N/A	N/A	60,000	150,000
Human Resource Executive / Officer / Staff	15,000	45,000	50,000	80,000
Human Resource Manager	N/A	N/A	50,000	250,000
Human Resources Director	N/A	N/A	150,000	300,000
Payroll Officer	16,000	45,000	45,000	50,000
Recruitment Officer	16,000	50,000	50,000	75,000

HR - Compensation & Benefit

Responsible for job evaluation, job grade, salary survey and payroll.

HR / Administrative Officer

Responsible for administrative functions and support related sections. Manage document support for related departments.

HR Generalist / HR Specialist

Oversee Recruitment, Training and other specialty departments.

HRD Manager (Regional) / Director

Build foundations for corporate culture, Code of Conduct and Business Drivers. Design and develop regional policies and procedures to enforce the same standard practices.

HRM Manager

Monitor and ensure overall HRM cover HR strategy and planning for staffing plan. Implement effective and suitable HR functions such as recruitment, performance management, compensation & benefit, HR policies and employee relations.

Human Resource Executive / Officer / Staff

Operate one or multiple HRM or HRD functions such as recruitment, training, compensation and benefits, payroll and welfare.

Human Resource Manager

Develop and implement HR policies and procedures. Responsible for the overall HR function such as recruitment, compensation and benefits and performance evaluation. Provide overall supervision for HR department.

Human Resources Director

In charge of strategic HR planning and business direction. Plan, develop and evaluate HR functions. Develop appropriate policies and programs for effective management within the organization.

Payroll Officer

Process employees' salary, calculate time attendant and making appropriate deductions to wages such as pension payments and arrange payment of staff salaries and wages.

Recruitment Officer

Responsible for the function of the recruitment process which including sourcing, recruiting, selecting and hiring across all levels.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Senior Human Resource Executive / Officer	N/A	N/A	40,000	100,000
Senior Human Resources Manager	N/A	N/A	80,000	170,000
Trainer	16,000	45,000	50,000	90,000
Training Executive / Officer	22,000	45,000	55,000	90,000
Training Manager	N/A	N/A	70,000	120,000
VP - Human Resource	N/A	N/A	130,000	300,000
INSURANCE				
Assistant Sales Manager	20,000	50,000	45,000	80,000
Bancassurance Business Development Manager	N/A	N/A	50,000	80,000
Group Insurance Marketing (AVP)	N/A	N/A	50,000	150,000

Senior Human Resource Executive / Officer

Provide hands-on support in all HR functions, including Recruitment & Selection, Compensation & Benefits, and Employee Relations & Communication.

Senior Human Resources Manager

In charge of all HR functions including recruitment, compensation & benefits, organizational development, employee relations and talent management.

Trainer

Train employees of a company on the information they need to know in order to get their job done effectively. Work in a professional setting, while helping and motivating others to learn the new skills they need to know.

Training Executive / Officer

Administer training activities, prepare the training plan & budget, and arrange all training. Coordinate with HR & Campus activities.

Training Manager

Identify training needs, plan and organize internal and external training programs. Prepare the training plan & budget. Responsible for training activities, for both soft and technical skills.

VP - Human Resource

Provide leadership and coordination of company Human Resource functions. Develop and implement corporate Human Resource strategy and programs. Oversee compensation programs to ensure regulatory compliance and competitive salary levels. Direct the administration of benefit programs to include: health, retirement, death, disability, and unemployment. Evaluate procedures and technology solutions to improve human resources data management.

Assistant Sales Manager

Develop/implement sales strategies and close supervision of team to achieve sales targets. Monitor target in terms of annual sales figures & support by motivate & boost up sales team member.

Bancassurance Business Development Manager

Maintain relationship with customers' Senior Management. Fully responsible for business development functions to meet production growth target and increase number of business partners. Identify and secure business opportunities and build strong value.

Group Insurance Marketing (AVP)

Develop and implement sales and marketing strategies. Monitor and analyze the marketing activities of the marketing team against company's goals. Recommend marketing paikkolicy to encourage maximum sales activity.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Group Insurance Marketing (Supervisor)	N/A	N/A	50,000	100,000
Risk Management Analyst	30,000	50,000	50,000	70,000
Underwriting (Assistant Manager)	20,000	50,000	N/A	N/A
LEGAL / COMPLIANCE				
Company Secretary	18,000	50,000	60,000	100,000
Compliance Manager	N/A	N/A	75,000	100,000
Compliance Officer	40,000	50,000	60,000	80,000
Lawyer (Attorney)	35,000	55,000	60,000	200,000
Legal Consultant / Specialist	30,000	60,000	80,000	200,000
Legal Manager	N/A	N/A	80,000	250,000

Group Insurance Marketing (Supervisor)

Responsible for new business acquisitions and group plan designing. Manage marketing and sale support activities.

Risk Management Analyst

Analyses and manage portfolio delinquency and loss rates. Responsible for delivering credit losses within plan.

Underwriting (Assistant Manager)

Consider proper coverage and rate. Analyze statistics in relation to loss ratio and underwriting rate. Responsible for direct supervision of Underwriting staff and assistants, monitoring daily quotas; establishing performance criteria and assigning projects.

Company Secretary

Responsible for ensuring that a company complies with standard financial and legal practice and maintains standards of corporate governance. Act as a point of communication between the board of directors and company shareholders, reporting in a timely and accurate manner on company procedures and developments.

Compliance Manager

Design and implement programs, policies, and practices to ensure that all business units are in compliance with regulatory requirements. Track laws and regulations that might affect the organization's policies. Prepare compliance reports to present to management.

Compliance Officer

Monitor and ensure all business units comply with Bank & BOT regulations.

Lawyer (Attorney)

Advise clients, interpret laws, rules and regulations, analyze probable outcomes based on legal precedents, develop strategies and evaluate findings. Research and gather evidence, have a thorough knowledge of the decisions, ordinances and statutes of the matter under review, prepare and draft documents, legal briefs and opinions. Act as an agent for their client.

Legal Consultant / Specialist

Responsible for administrative functions and support related sections. Manage document support for related departments.

Legal Manager

Draft and review contracts, agreements, corporate documentation (including notice and minutes of board of directors meeting and shareholders meeting) of the public company and limited company.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
LEGAL / COMPLIANCE				
Legal Officer	16,000	40,000	45,000	70,000
Paralegal	16,000	40,000	50,000	80,000
Senior Compliance Manager	N/A	N/A	90,000	150,000
MARKETING / PR				
Account Executive	15,000	40,000	45,000	70,000
Assistant Marketing Manager	15,000	40,000	45,000	100,000
AVP - Sales & Marketing	N/A	N/A	100,000	300,000
Brand Manager	25,000	50,000	55,000	150,000
Business Development Executive / Officer	15,000	40,000	45,000	80,000
Business Development Manager / Specialist	25,000	40,000	50,000	150,000

Legal Officer

View, interpret and decipher legal documents. Work within government legal departments, as counsels for corporations, and within profit and non-profit organizations.

Paralegal

Do some of the grunt work for a lawyer - researching evidence and verifying facts; finding related cases, laws, and legal articles, writing reports, and helping with the final preparations for a hearing.

Senior Compliance Manager

Ensure all business units comply with company's policy.

Account Executive

Maintain existing clients and bring in new clients. Build a strong relationship with concerned parties. Manage/execute sales plan to be successful as targeted.

Assistant Marketing Manager

Assist Marketing Manager. Analyze budget plan, SWOT and monitor Product Management.

AVP - Sales & Marketing

Demonstrate ability to challenge, develop, and lead staff in pursuit of business plan objectives. Provide strategic input and assist in the development of the annual premium plan, department budget, and department business plan. Hold the Territory Managers accountable to report on marketplace intelligence. Facilitate agency reviews and oversee resulting actions. Create and oversee new business initiatives/programs and hold staff accountable for their success.

Brand Manager

Hold ownership of the marketing plan for key brand(s). Fully responsible on P&L for brand in Product Development, Advertising, Research, etc.

Business Development Executive / Officer

Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.

Business Development Manager / Specialist

Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service/ channel development planning and management.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
MARKETING / PR				
CRM Manager	N/A	N/A	50,000	120,000
CRM Officer / Executive	16,000	35,000	40,000	70,000
Customer Service Manager	25,000	40,000	40,000	100,000
Digital Content Editor / Content Creator / Social Media Content Editor	15,000	35,000	40,000	70,000
Digital Marketing Analyst	20,000	40,000	40,000	70,000
Digital Marketing Manager	N/A	N/A	60,000	100,000
Event Manager	25,000	50,000	50,000	90,000
Head of Marketing	N/A	N/A	75,000	150,000
Key Account Executive	18,000	25,000	40,000	80,000
Management Trainee	20,000	40,000	N/A	N/A

CRM Manager

Develop CRM strategy on brand communications and activities that drive results on keeping good relationship with customers. Build and manage the CRM team as determined by the requirements of the CRM program.

CRM Officer / Executive

Maintain contact with clients to ensure high levels of Client Satisfaction. Provide general information regarding company services offered. Actively follow up on queries and provide feedback to customers in a timely manner. Inform clients of any new products and promotions that the company is offering. Demonstrate ability to interact and cooperate with all company employees. Build trust, value others and communicate effectively.

Customer Service Manager

Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.

Digital Content Editor / Content Creator / Social Media Content Editor

Experienced copy editor or production editor within an online environment. Write copy and generate original ideas for content for email newsletters, websites, and social media sites. Solid understanding of IT technologies and some knowledge of Content Management Systems (CMS). Previous experience using HTML and Photoshop and some knowledge of basic web development.

Digital Marketing Analyst

Conduct online marketing efforts and create articles and contents for clients. Develop and improve digital marketing for company. Maintain online presence including websites and landing pages.

Digital Marketing Manager

Conduct online marketing efforts and create articles and contents for clients. Manage the online marketing team.

Event Manager

Set, communicate and maintain timelines and priorities on every project. Communicate, maintain and develop client relationships. Manage supplier relationships. Manage operational and administrative functions to ensure specific projects are delivered efficiently. Provide leadership, motivation, direction and support to your team. Travel to on site inspections and project managing events. Control all project budgets from start to finish. Ensure excellent customer service and quality delivery.

Head of Marketing

Create marketing campaign, monitor marketing trend and control risk.

Key Account Executive

Responsible for coordinating and providing direction for customer service initiatives and working with operations and customers to deliver consistent and high level of customer service. Maintain and maximize growth potential of existing key customers and respond to customer needs, enquires and address their concerns.

Management Trainee

Be empowered in regional cross-functional Project Management roles-work in a dynamic environment with high performance teams flawlessly executing high-impact game-changing projects.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Marketing Administrator	15,000	35,000	35,000	50,000
Marketing Coordinator / Assistant	15,000	35,000	35,000	55,000
Marketing Director	N/A	N/A	80,000	270,000
Marketing Executive / Officer	15,000	45,000	50,000	80,000
Marketing Manager	N/A	N/A	65,000	150,000
Marketing Researcher / Analyst	20,000	50,000	60,000	80,000
Media Planner	N/A	N/A	55,000	80,000
Newspaper journalist	12,000	47,000	35,000	70,000
Product Executive / Manager (Technical Sales & Marketing)	25,000	40,000	45,000	90,000
Product Manager	N/A	N/A	45,000	120,000

MARKETING / PR

Marketing Administrator

Responsible for administrative functions and support related sections. Manage document support for related departments.

Marketing Coordinator / Assistant

Assist, support and provide back up to Marketing Manager in terms of marketing, media and CRM and events, production and PR activities.

Marketing Director

Manage overall marketing functions including strategic planning, corporate communications and business development. Develop, analyze, implement and measure strategic marketing plan, market potential and profitability. Create brand equity and ensure effective brand positioning, brand awareness, and product launching. Engage with product teams on the launch and lifecycle management of products including development of key deliverables. Work closely with top management.

Marketing Executive / Officer

Create and execute marketing strategy. Conduct market survey and assist in updating information. Assist in creating marketing materials, coordinate among the specialist trainer and schedule for seminars. Develop brand awareness and communication. Support Technical and Sale Executive Team for seminars and PR events. Participate to the marketing budget plan.

Marketing Manager

Manage and initiate marketing strategies of products or services. Responsible for press relations, develop marketing campaigns and deliver meaningful messages and visions of the company to consumers.

Marketing Researcher / Analyst

Conduct market research using both qualitative and quantitative approaches. Responsible for analyzing market trends.

Media Planner

Create plans for advertising. Choose the most suitable media in placing advertisements for their clients. Buy media space and time and then sell advertising to individual companies or advertising agencies. Observe and comprehend market trends to gain insight to what motivates target customers. Gear toward maintaining the latest trends for existing and potential customers.

Newspaper journalist

Research and write stories for national, regional and local press. Report on news, politics, sports, arts and culture, science and business. Cover national and local events, entertainment and human interest stories. Interview people in a range of different circumstances. Attend press conferences and asking questions. Produce concise and accurate copy according to the newspaper's house style, and strict deadlines. Able to 'live' online reporting or real-time blogging when covering important events.

Product Executive / Manager (Technical Sales & Marketing)

Responsible for planning, strategic marketing, implementation of activities and budget allocation for products.

Product Manager

Responsible for the product planning and execution throughout the product lifecycle, including: gathering and prioritizing product and customer requirements, defining the product vision, and working closely with engineering, sales, marketing and support to ensure revenue and customer satisfaction goals are met.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Project Manager	N/A	N/A	50,000	100,000
Public Relations / Corporate Communications Executive	15,000	35,000	45,000	80,000
Public Relations / Corporate Communications Manager	N/A	N/A	55,000	150,000
Relationship Manager	N/A	N/A	70,000	100,000
Research & Development Manager	N/A	N/A	60,000	120,000
Research & Development Officer	20,000	50,000	55,000	70,000
Sales & Marketing Manager	25,000	40,000	50,000	250,000
Senior Marketing Officer	15,000	35,000	40,000	55,000
Store / Shop Staff	15,000	30,000	N/A	N/A
Trade Marketing Executive	16,000	35,000	40,000	70,000

MARKETING / PR

Project Manager

Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.

Public Relations / Corporate Communications Executive

Execute communication activities, assist the Public Relations/ Corporate Communications Manager in implementing general PR / communication activities include PR events.

Public Relations / Corporate Communications Manager

Oversee marketing communications activities such as advertising, promotion for brand and company's image through various sources of media to align with business direction and brand's marketing strategies. Coordinate with PR events and activities.

Relationship Manager

Expand business with prospects and existing clients and prepare credit proposals. Develop and execute marketing plans.

Research & Development Manager

Manage and supervise team to research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.

Research & Development Officer

Research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.

Sales & Marketing Manager

Train and supervise sales staff as well as establish territories and goals for sales teams. Review the market, help them to determine customer needs, sales volume potential and pricing schedules that will help meet company goals.

Senior Marketing Officer

Control and manage the team. Responsible for marketing activities that benefit the company & its brands.

Store / Shop Staff

Assist customers in an enthusiastic and courteous manner. Advise and assist customers with their choices of product for themselves and for gifts. Accurately complete sales using POS system according to established procedures. Stock and clean the department for the best sales appearance and ease of use for the customer. Assist with merchandising efforts, displays, and floor moves as needed. Assist with community/marketing events. Maintain a clean and safe workplace.

Trade Marketing Executive

Assist on all trade events, launches and business briefings. Work closely with the commercial teams at all levels to understand the needs of the sales teams, and ensure they are equipped with the strongest information. Work with the internal design team to produce creatives required for trade marketing. Collate and maintain an accurate contact list. Measure the success of trade activity and make recommendations for future activity.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
MARKETING / PR Trade Marketing Manager	N/A	N/A	80,000	170,000
VP - Sales & Marketing	N/A	N/A	150,000	200,000
MEDICAL & SCIENCE				
Medical Product Specialist / Expert	15,000	35,000	30,000	150,000
Medical Sales Representative	20,000	40,000	50,000	60,000
Product Manager	N/A	N/A	45,000	120,000
Research & Development Specialist	25,000	30,000	45,000	60,000
MEDICAL & SCIENCE				
Newspaper journalist	12,000	47,000	35,000	70,000

Trade Marketing Manager

Responsible for developing and implementation of channel plans, category management, promotional planning, execution & evaluation. Develop launch activities and trade presentation.

VP - Sales & Marketing

Develop and coordinate sales selling cycle and methodology. Direct and oversee the company marketing function to identify and develop new customers for products and services. Research and develop strategies and plans which identify marketing opportunities, direct marketing, and new project development. Analyze and evaluate the effectiveness of sales, methods, costs, and results. Supervise the planning and development of company marketing and communications materials.

Medical Product Specialist / Expert

Responsible for providing effective clinical support, consultation and training to decision makers, nursing staff, patients. Seek new account opportunities while maintaining existing client relationships and provide technical support.

Medical Sales Representative

Maintain and service existing customers and assist in developing new business opportunities. Gain market share by promoting, selling and servicing. Expand the customer base.

Product Manager

Responsible for the product planning and execution throughout the product lifecycle, including: gathering and prioritizing product and customer requirements, defining the product vision, and working closely with engineering, sales, marketing and support to ensure revenue and customer satisfaction goals are met.

Research & Development Specialist

Bring about changes in the world, researchers are needed. Conduct all sorts of research in order to advance the body of knowledge found within a given field, create technological advancements, aid businesses in increasing their profits and accomplish numerous other goals.

Newspaper journalist

Research and write stories for national, regional and local press. Report on news, politics, sports, arts and culture, science and business. Cover national and local events, entertainment and human interest stories. Interview people in a range of different circumstances. Attend press conferences and asking questions. Produce concise and accurate copy according to the newspaper's house style, and strict deadlines. Able to 'live' online reporting or real-time blogging when covering important events.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
PURCHASING / PROCUREMENT / EXPENDITURE / BUYER / MERCHANDISER				
Merchandiser	25,000	40,000	45,000	80,000
Planning Executive/ Officer	16,000	35,000	40,000	70,000
Procurement Officer	17,000	40,000	50,000	80,000
Project Manager	N/A	N/A	50,000	100,000
Purchasing / Buyer / Procurement Engineer	22,000	55,000	55,000	80,000
Purchasing Executive	18,000	45,000	45,000	55,000
Purchasing Manager (MNC)	N/A	N/A	80,000	120,000
Purchasing Manager / Plant Buyer	N/A	N/A	65,000	80,000

Assistant Purchasing Manager

Provide technical support to the purchasing process and assign department staff with specific responsibility for processing bid and purchasing documents and materials. Respond to related inquiries and maintain vendor/source information and inventories.

Merchandiser

Formulate the policies for the areas in which they are responsible. Forecast sales for the forthcoming budget period and estimate consumer demand and the impact of changes in the retail environment. Guide and train buyers as and when the need arises. Inspire commitment and performance in the part of the buyers is necessary. Assess the merchandise performance and the buyer's performance.

Planning Executive/ Officer

Support management in strategic planning activities, strategy development, major decision-making, business reviews and operational reporting.

Procurement Officer

Monitor contractor performance and recommend contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Responsible for all of the goods and services that are purchased by a company. Source vendors, negotiate contracts and ensure prompt delivery.

Project Manager

Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.

Purchasing / Buyer / Procurement Engineer

Source and establish suppliers which are competitive in price, quality, service and consistency. Operate material purchasing to comply with production processes.

Purchasing Executive

Monitor contractor's performance and recommend contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Responsible for all of the goods and services that are purchased by a company. Source vendors, negotiate contracts, and ensures prompt delivery.

Purchasing Manager (MNC)

Conduct and manage the operations of the company one or several division's procurement activities in a relatively large organization.

Purchasing Manager / Plant Buyer

Conduct and manage the operations of procurement activities. Select and establish suppliers for the supply of resources required by Production at the lowest overall cost. Continuously monitor and set objectives to improve the performance and cost effectiveness.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Purchasing Officer	16,000	40,000	45,000	60,000
Senior Buyer	N/A	N/A	60,000	80,000
Senior Merchandiser	N/A	N/A	50,000	80,000
Senior Procurement Officer	N/A	N/A	45,000	90,000
Senior Purchasing	N/A	N/A	55,000	90,000
SALES				
Account Director	N/A	N/A	65,000	150,000
Account Executive	15,000	40,000	45,000	70,000
Account Manager	25,000	30,000	45,000	60,000
Assistant Account Manager	15,000	40,000	40,000	60,000

Purchasing Officer

Prepare purchase orders and liaise between suppliers and related departments. Perform buying duties when necessary. Review requisition orders in order to verify accuracy, terminology, and specifications. Prepare, maintain, and review purchasing files, reports and price lists. Handle other related tasks or clerical duties as assigned.

Senior Buyer

Ensure procurement material requirements. Purchasing productivity planning. Suppliers analysis and service improvements.

Senior Merchandiser

Deliver effective stock management and manage the team resources. Ensure KPIs are achieved and costs are in line with budget & Supply Chain plans. Produce category sales and margin forecasts. Liaise with external suppliers and the Trading team. Improve stock turnover for the whole category. Regularly carry out store, competitor and supplier visits. Review and monitor range plans regularly with buyer to reflect changing sales / trends.

Senior Procurement Officer

Conduct and manage the operations of procurement activities. Select and establish suppliers for the supply of resources required by Production at the lowest overall cost. Continuously monitor and set objectives to improve the performance and cost effectively.

Senior Purchasing

Monitor contractor performance, recommending contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.

Account Director

Assume responsibility for the growth, management, retention, and satisfaction of a portfolio of key accounts. Demonstrate marketing ability to lead clients strategically and tactically. Provide engagement leadership and develop strong relationships with key client contacts. Motivate, lead, and manage internal teams to develop and manage interactive marketing programs that meet clients' business objectives.

Account Executive

Maintain existing clients and bring in new clients. Build a strong relationship with concerned parties. Manage/execute sales plan to be successful as targeted.

Account Manager

In charge of specific accounts/group accounts related to each sales team & business functions.

Assistant Account Manager

Manage and control the accounts functions and monitor team performance.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Assistant Branch Manager	15,000	20,000	25,000	50,000
Assistant Sales Manager	20,000	50,000	45,000	80,000
Branch Manager	N/A	N/A	45,000	200,000
Business Development Executive / Officer	15,000	40,000	45,000	80,000
Business Development Manager / Specialist	25,000	40,000	50,000	150,000
Customer Service Executive (Coordinator / Order Administrator)	15,000	40,000	30,000	60,000
Key Account Executive	18,000	25,000	40,000	80,000
Key Account Manager	N/A	N/A	50,000	150,000
National Sales Manager	N/A	N/A	120,000	180,000
Operation Director	N/A	N/A	150,000	250,000

Assistant Branch Manager

Supervise the day to day operations of the branch. Assign work and directs staff to ensure adequate services to the membership at all times. Support quality/service and sales activities, including marketing input, sales results and quality/service.

Assistant Sales Manager

Develop/implement sales strategies and close supervision of team to achieve sales targets. Monitor target in terms of annual sales figures & support by motivate & boost up sales team member.

Branch Manager

Monitor branch operations and staff performance. Manage branch targets.

Business Development Executive / Officer

Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.

Business Development Manager / Specialist

Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service/ channel development planning and management.

Customer Service Executive (Coordinator / Order Administrator)

Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.

Key Account Executive

Responsible for coordinating and providing direction for customer service initiatives and working with operations and customers to deliver consistent and high level of customer service. Maintain and maximize growth potential of existing key customers and respond to customer needs, enquires and address their concerns.

Key Account Manager

Responsible for sales target of products. Develop account plans, trade terms and promotional activities.

National Sales Manager

Responsible for the national sales target of the company. Operate and monitor sales team (country level). Set up all strategy and directions for business development plans.

Operation Director

Set and deploy policy/strategy for operations. Manage and supervise overall operations to achieve the company's objectives. Coordinate with other functions in any related areas.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Operation Executive	35,000	40,000	50,000	65,000
Operation Manager	N/A	N/A	50,000	120,000
Pre-Sales Consultant	15,000	50,000	N/A	N/A
Product Manager	N/A	N/A	45,000	120,000
Regional Sales Manager	N/A	N/A	150,000	200,000
Sales & Marketing Director	N/A	N/A	70,000	200,000
Sales & Marketing Executive	15,000	40,000	50,000	80,000
Sales & Marketing Manager	25,000	40,000	50,000	250,000
Sales Administrative Assistant	15,000	25,000	35,000	55,000
Sales Administrator/ Sales Support	15,000	30,000	35,000	55,000

Operation Executive

Manage and maintain the filing system strictly according to guidelines from the Company. Liaise with Assistant Manager - Operations for all indenting, and to follow up for timely delivery. Ensure consistent complaint reporting through active communication with field and updation. Assist the branch manager in coordinating activity between sales and technical personnel.

Operation Manager

Manage and supervise operations team to achieve the company's objectives. Manage the improvement project or expansion project to increase process capability and efficiency. Coordinate with other functions in any related activities.

Pre-Sales Consultant

Assist the sales team by providing technical support and demonstrating products in order to deliver the best solutions to clients.

Product Manager

Responsible for the product planning and execution throughout the product lifecycle, including: gathering and prioritizing product and customer requirements, defining the product vision, and working closely with engineering, sales, marketing and support to ensure revenue and customer satisfaction goals are met.

Regional Sales Manager

Contribute regional sales information and recommendations to strategic plans and reviews, prepare and complete action plans; implement production, productivity, quality, and customer-service standards, resolve problems, complete audits, identify trends, determine regional sales system improvements and implement change.

Sales & Marketing Director

Manage overall sales & marketing functions including strategic sales planning, corporate communications and business development. Work closely with the management team.

Sales & Marketing Executive

Manage their organization's sales and marketing activities. Plan, coordinate and implement marketing programs to identify and acquire new customers. Make sure that sales and marketing objectives align with overall company goals. Work with major customer accounts and oversee the creation of sales collateral. Build and maintain relationships with outside vendors, partners and distributors.

Sales & Marketing Manager

Train and supervise sales staff as well as establish territories and goals for sales teams. Review the market, help them to determine customer needs, sales volume potential and pricing schedules that will help meet company goals.

Sales Administrative Assistant

Provide administrative support to the sales department and coordinate with clients and other related departments.

Sales Administrator/ Sales Support

Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Sales Coordinator (General)	15,000	30,000	30,000	45,000
Sales Coordinator (Technical)	15,000	25,000	30,000	45,000
Sales Director	N/A	N/A	80,000	200,000
Sales Engineer	15,000	25,000	N/A	N/A
Sales Executive / Officer	15,000	35,000	40,000	80,000
Sales IT	15,000	35,000	35,000	55,000
Sales Manager	N/A	N/A	20,000	130,000
Sales Manager (IT)	N/A	N/A	50,000	100,000
Sales Operation Executive	15,000	30,000	45,000	50,000
Sales Operations Manager	N/A	N/A	100,000	150,000

Sales Coordinator (General)

Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.

Sales Coordinator (Technical)

Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.

Sales Director

Manage overall sales channels and ensure the achievement of the defined sales targets and revenue. Analyze sales strategy and conduct marketing opportunity analysis to determine business growth.

Sales Engineer

Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.

Sales Executive / Officer

Initiate and establish new accounts and maintain good relationships with existing customers with high level of customer satisfaction. Provide support for all sales processes. Coordinate and follow up with relevant parties to ensure that sales objectives and targets are achieved.

Sales IT

Involve in supporting pre-sales activities by giving detailed information about technical specifications and the ways in which they could meet customer needs including demonstrate product's features before selling. Technical support, which follows the sale, may include problems solving or maximizing the use of software features, as well as advising on appropriate user training.

Sales Manager

Achieve sales over target. Responsible for product selling. Implement field force strategic planner, targets and schemes for incentive setting and Business environment training. Align with marketing team to implement the marketing program.

Sales Manager (IT)

Achieve sales over target. Responsible for sales of products, implement field force strategic planner and Business environment training. Align with marketing to implement marketing programs.

Sales Operation Executive

Oversee and supervise the functioning of all the departments and lead and supervise sales projects. Evaluate the company's revenue-model and strategize new plans to improve sales. Be in sync with the market movements and emerging trends and devise company plans accordingly. Timely review company data, reports and other key developments.

Sales Operations Manager

Provide sales operation consulting to team. Create channel service strategy. Develop / collect / analyze sales through data and metrics. Develop systems to audit selling procedure.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Senior Sales Executive	15,000	30,000	35,000	90,000
Store / Shop Manager	N/A	N/A	35,000	62,000
Store / Shop Staff	15,000	30,000	N/A	N/A
Telesales / Telemarketers	N/A	N/A	25,000	45,000
SUPPLY CHAIN / LOGISTIC				
Customer Service Executive (Coordinator / Order Administrator)	15,000	40,000	30,000	60,000
Export Manager	N/A	N/A	30,000	120,000
Export Officer	20,000	30,000	N/A	N/A
Import & Export Officer / Coordinator	15,000	25,000	25,000	28,000
Import Officer	18,000	30,000	N/A	N/A

Senior Sales Executive

Explore, identify and develop business opportunities. Build up market strategies to achieve corporate goals and objectives. Coordinate business information including needs analysis, product information and technical specifications with the retail business partners. Develop and implement sales strategies and plans. Build and maintain good relationships with business partners. Need to travel occasionally.

Store / Shop Manager

Handle sales matters. Recruit staff. Keep the store in line with Health and Safety regulations. Manage the shops security policies. Propose and implement promotions and specials. Develop marketing strategies and do merchandising. Maintain the budgets and expenditure. Keep abreast of stocks and merchandise levels.

Store / Shop Staff

Assist customers in an enthusiastic and courteous manner. Advise and assist customers with their choices of product for themselves and for gifts. Accurately complete sales using POS system according to established procedures. Stock and clean the department for the best sales appearance and ease of use for the customer. Assist with merchandising efforts, displays, and floor moves as needed. Assist with community/marketing events. Maintain a clean and safe workplace.

Telesales / Telemarketers

Present product information to clients. Contact / approach customers and be able to close deals.

Customer Service Executive (Coordinator / Order Administrator)

Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.

Export Manager

Organize the import-export operational structure and ensure a consistently high standard of performance from import & export employees. Ensure good teamwork and effective communications.

Export Officer

Prepare B/L, AWB, PI, PL. Coordinate with customers for shipments.

Import & Export Officer / Coordinator

Responsible for import & export procedures and coordinate between internal production, shipping agents and customers for documents & delivery.

Import Officer

Responsible for documentation that coincides with shipments and importation. Also, responsible for maximizing space capacity and coordinating schedules with the warehouse. Interact with customers, manage their personal staff and coordinate with other teams. Manage the traffic department and traffic coordinators. Spot export compliance risks and come up with risk assessment measures.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Logistic / Supply Chain & Warehouse Manager (Manufacturing)	N/A	N/A	85,000	90,000
Logistic Manager	N/A	N/A	50,000	130,000
Logistic Officer	18,000	35,000	45,000	79,000
Logistic Supervisor	20,000	35,000	40,000	70,000
Production Planner	N/A	N/A	50,000	80,000
Senior Import-Export Officer	20,000	25,000	40,000	60,000
Senior Supply Chain Manager	N/A	N/A	150,000	250,000
Supply Chain Engineer	25,000	45,000	N/A	N/A
Supply Chain Manager	N/A	N/A	50,000	150,000
Supply Chain Officer / Executive	15,000	20,000	35,000	50,000

Logistic / Supply Chain & Warehouse Manager (Manufacturing)

Manage and control inventory to ensure production continuity and materials not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all documents relating to the warehouse stock system.

Logistic Manager

Control and manage team in the Logistics Department.

Logistic Officer

Contact with Customs.

Logistic Supervisor

Supervise subordinates and handle the logistics process.

Production Planner

Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.

Senior Import-Export Officer

Control all Export & Import Documents. Support Logistics Information and Customs Formalities. Coordinate with Oversea Customer and Supplier for Export & Import Regulations. Direct Import-Export Staff.

Senior Supply Chain Manager

Manage supply chain and logistics operations to serve factory requirements in order to achieve lowest operating cost and highest efficiency.

Supply Chain Engineer

Check stock and issue purchase order to suppliers. Follow up shipment and plan for shipment schedules. Issue invoice for the customer and handle stock control.

Supply Chain Manager

Manage flow of finished goods for the whole Commercial Unit to optimize inventory for Commercial and distribution centers. Establish monthly forecasts in order to define quantities to be purchased.

Supply Chain Officer / Executive

Work closely with supply chain personnel to ensure timely arrival of goods to local and overseas customers. Handle import and export documentations. Follow up with customers, sales person and other service provider to ensure timely collection of payments and on time delivery. Manage inventory level and warehousing space. Generate weekly and monthly reports to management.

Office Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Supply Chain Supervisor	N/A	N/A	35,000	45,000
Warehouse Manager	40,000	50,000	50,000	200,000
TOP MANAGEMENT				
Chief Executive Officer	N/A	N/A	200,000	300,000
Chief Financial Officer	N/A	N/A	100,000	260,000
Chief Operating Officer	N/A	N/A	70,000	100,000
Country Manager	N/A	N/A	90,000	140,000
Director / General Manager	N/A	N/A	70,000	400,000
General Manager	N/A	N/A	40,000	200,000
Managing Director	N/A	N/A	200,000	300,000

Supply Chain Supervisor

Supervise material resource plan. Audit and monitor suppliers. Monitor and develop existing supply chain. Initiate and lead cost-saving initiatives. Negotiate and manage contracts.

Warehouse Manager

Manage and control inventory to ensure production continuity and material not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all document relating to warehouse stock system.

Chief Executive Officer

Responsible for overall operations, profile&loss, marketing, strategy, financing, creation of company culture, human resources, hiring, firing, compliance with safety regulations, sales, PR and etc.

Chief Financial Officer

Responsible for financial analysis, business planning and forecasting. Manage and control finance, accounting and administrative department. Ensure accuracy of accounting and financial reports.

Chief Operating Officer

Responsible for the company's day-to-day operating activities, including revenue and sales growth; expense, cost and margin control; and monthly, quarterly and annual financial goal management.

Country Manager

Ensure office's operations align with the organization's mission, strategic objectives and policies. Manage staff, oversee projects and sales, ensure the organization follows local laws and regulations. Liaise with management at the main office and provide reports on activities. Ensure proper financial controls are in place and represent the organization at meetings.

Director / General Manager

Responsible for general management for new company investments in Thailand. Oversee and handle all administrative and account duties besides the sales management. Identify business opportunities which are in line with corporate objectives. Develop and implement marketing plan.

General Manager

General management for new company investments in Thailand. Handle all administrative and account duties besides the sales management.

Managing Director

Set the culture and develop strategy and direction for the company. Lead the executive/senior management of the company (including firing and hiring) and manage Financial and Physical resources.

Engineering & Technical Positions

Top 10 most demand positions

Job Position	Job Description	Exp. 0-5 years		Exp. 5 years and up	
		Min	Max	Min	Max
Construction Engineer	Possess extensive experience in project management, design and construction management of building construction and civil work.	15,000	20,000	30,000	100,000
Electrical Engineer	Plan the preventive maintenance plan for electrical machinery and equipment. Monitor the electrical power supply system. Analyze and solve the problem of machine breakdowns.	17,000	35,000	50,000	140,000
Maintenance Engineer	Support and maintain the factory utility, facility systems and machines, also run the Plant Manager plan activity.	17,000	40,000	N/A	N/A
Mechanical Engineer	Plan the preventive maintenance plan for machines and equipment. Monitor the electrical power supply system. Analyze and solve machine breakdown problems.	17,000	35,000	45,000	85,000
Process Engineer	Provide technical support to operations, develop & design process and review assigned units' operating conditions and data with recommendations resulting in maximizing their operating efficiency.	25,000	35,000	45,000	60,000
Production Manager	Plan and monitor daily production volumes based on cycle times and availability as well as control product and process to ensure customer needs are met.	N/A	N/A	45,000	100,000
Project Manager	Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.	N/A	N/A	40,000	250,000
QA / QC Engineer	Solve quality related problems and maintain quality system toward quality policy and organization's objective.	20,000	60,000	60,000	80,000
Sales Engineer	Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.	15,000	30,000	45,000	100,000
Service Engineer/ Technical Support	Install, troubleshoot, and maintain products/equipment. Train employees, identify, analyze, and repair product failures, order and replace parts as needed. Determine and recommend which products or services best fit the customers needs.	15,000	40,000	30,000	60,000

Engineering & Technical Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Business Development Manager / Specialist (Technical)	N/A	N/A	60,000	80,000
Construction Engineer	15,000	20,000	30,000	100,000
Construction Manager	N/A	N/A	35,000	140,000
Design Engineer	18,000	45,000	50,000	110,000
Draftsman	18,000	45,000	N/A	N/A
Electrical Engineer	17,000	35,000	50,000	140,000
Engineer	15,000	40,000	40,000	140,000
Engineer (Mechanical / Chemical / QA / AC)	16,000	19,000	35,000	35,000
Engineering Manager	N/A	N/A	100,000	150,000
Estimation Engineer	30,000	40,000	45,000	130,000

Business Development Manager / Specialist (Technical)

Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service development planning and management.

Construction Engineer

Possess extensive experience in project management, design and construction management of building construction and civil work.

Construction Manager

Responsible for overall Construction project work. Take care of construction's costs, quality and timeline.

Design Engineer

In charge of product design and engineering specifications of customers and suppliers as well as contact for all engineering issues including new product design.

Draftsman

In charge of computer drawings follow up construction, products design of 2 & 3 Dimensions.

Electrical Engineer

Plan the preventive maintenance plan for electrical machinery and equipment. Monitor the electrical power supply system. Analyze and solve the problem of machine breakdowns.

Engineer

Initiate and modify process flow to maximize process capability. Solve a quality related problems as well as maintain a quality system toward quality policy and organizational objectives.

Engineer (Mechanical / Chemical / QA / AC)

Initiate and modify process flow to maximize process capability. Solve quality related challenges as well as maintain quality systems and organizational objectives.

Engineering Manager

Manage, control and supervise team to achieve company goals. Modify, create and improve production capabilities. Organize, analyze and perform professional engineering work in the line.

Estimation Engineer

Use analytical skills to review corporate projects and help senior management make operating decisions in the short and long terms. Ensure that project costs remain within budgetary limits.

Engineering & Technical Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Facility Engineer	N/A	N/A	60,000	80,000
Factory Manager	N/A	N/A	70,000	300,000
Industrial Business Analyst	N/A	N/A	50,000	100,000
Injection Engineer	50,000	60,000	N/A	N/A
Logistic / Supply Chain & Warehouse Manager (Manufacturing)	20,000	25,000	N/A	N/A
Logistic Engineer / Supervisor	20,000	24,000	N/A	N/A
Maintenance Chief / Manager	N/A	N/A	40,000	120,000
Maintenance Engineer	17,000	40,000	50,000	120,000
Material Engineer	25,000	35,000	N/A	N/A
Mechanical Engineer	17,000	35,000	45,000	85,000

Facility Engineer

Control operation of all maintenance works for office building, test building, and other areas in company such as electrical system, air conditioning and ventilation system (Plumbing system, Sanitary system, Cooling water system, Chilled water system).

Factory Manager

Manage, monitor and supervise the production team to achieve company goals. Coordinate with other departments to support the production line.

Industrial Business Analyst

Responsible for reviewing, modifying and recommending business requirements applied to company databases and system applications.

Injection Engineer

Operate and maintain injection mold machines, material dryers, and conveying equipment, including prototype runs. Develop programs for various manufacturing equipment, including injection molding machines, robots, vacuum dryers, and temperature controllers under engineering guidance. Monitor and ensure material inventory accuracy and perform material handling. Follow and improve manufacturing processes.

Logistic / Supply Chain & Warehouse Manager (Manufacturing)

Manage and control inventory to ensure production continuity and materials not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all documents relating to the warehouse stock system.

Logistic Engineer / Supervisor

Operate Logistics, Supply Chain and Warehouse systems to effectively support manufacturing process.

Maintenance Chief / Manager

Manage installation and maintenance of machines and facility systems. Supervise engineers and technicians for all aspect of the job. Plan and implement Preventive Maintenance in operations.

Maintenance Engineer

Support and maintain the factory utility, facility systems and machines, also run the Plant Manager plan activity.

Material Engineer

Optimize the administration of materials and finished products by coordinating activities such as materials planning & supply, inventory control, and logistics to achieve the organizational strategic objectives.

Mechanical Engineer

Plan the preventive maintenance plan for machines and equipment. Monitor the electrical power supply system. Analyze and solve machine breakdown problems.

Engineering & Technical Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Network Engineer	60,000	70,000	N/A	N/A
Operation Manager	N/A	N/A	90,000	150,000
Piping Engineer	N/A	N/A	70,000	85,000
Plant Manager	N/A	N/A	80,000	100,000
Process Engineer	25,000	35,000	45,000	60,000
Process Improvement Engineer	40,000	50,000	60,000	100,000
Production Engineer	20,000	40,000	40,000	50,000
Production Manager	N/A	N/A	45,000	100,000
Production Planner	N/A	N/A	45,000	80,000
Project / Construction Engineer	20,000	60,000	70,000	90,000

Network Engineer

Design and implement network infrastructure including WAN, wireless network, routers, switches to meet business's requirements with suitable design and security.

Operation Manager

Manage and supervise operations team to achieve the company's objectives. Manage the improvement project or expansion project to increase process capability and efficiency. Coordinate with other functions in any related activities.

Piping Engineer

Provide engineering support for the shop floor on piping / mechanical fabrication / installation.

Plant Manager

Responsible for all aspects in manufacturing including production, safety, quality, cost management, supply chain, and customer service.

Process Engineer

Provide technical support to operations, develop & design process and review assigned units' operating conditions and data with recommendations resulting in maximizing their operating efficiency.

Process Improvement Engineer

Analyze the processes of the company in order to determine how these processes can be done more cheaply, efficiently and effectively.

Production Engineer

Plan and control overall production process to ensure meeting customer's standards i.e. quality, cost and delivery.

Production Manager

Plan and monitor daily production volumes based on cycle times and availability as well as control product and process to ensure customer needs are met.

Production Planner

Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.

Project / Construction Engineer

Responsible for overall project management related to construction. Take care of projects' costs, quality and schedule.

Engineering & Technical Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Project / Construction Manager	N/A	N/A	50,000	80,000
Project Coordinator (Technical)	N/A	N/A	35,000	100,000
Project Engineer	19,000	25,000	25,000	76,000
Project Engineer - Manufacturing	40,000	50,000	N/A	N/A
Project Manager	N/A	N/A	40,000	250,000
Purchasing / Buyer / Procurement Engineer	25,000	45,000	50,000	120,000
Purchasing Manager (Engineer)	N/A	N/A	40,000	150,000
QA / QC Engineer	20,000	60,000	60,000	80,000
QA Engineer / Software Tester	40,000	60,000	N/A	N/A
Quality Manager	20,000	50,000	55,000	70,000

Project / Construction Manager

Responsible for overall project management related to construction. Take care of projects' costs, quality and schedule.

Project Coordinator (Technical)

Responsible for coordinating activities and resources in support of technical projects that impact multiple departments, systems, or work-flows with moderate to high risk and complexity or multiple projects simultaneously with lesser risk and complexity.

Project Engineer

Responsible for overall project management. Take care of projects' costs, quality and schedule.

Project Engineer - Manufacturing

Plan, direct and coordinate the manufacturing process within an organization. Find the most cost-effective ways to make products and determine the root causes of failures in a product.

Project Manager

Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.

Purchasing / Buyer / Procurement Engineer

Source and establish suppliers which are competitive in price, quality, service and consistency. Operate material purchasing to comply with production processes.

Purchasing Manager (Engineer)

Manage and lead the integrated country purchasing organization in order to bring the value-adds the operations.

QA / QC Engineer

Solve quality related problems and maintain quality system toward quality policy and organization's objective.

QA Engineer / Software Tester

Create test cases and perform testing to ensure software standardization.

Quality Manager

Manage, implement and maintain quality factory systems.

Engineering & Technical Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Research & Development Engineer	18,000	45,000	50,000	130,000
Research & Development Officer	20,000	40,000	N/A	N/A
Safety Engineer / Officer	15,000	40,000	40,000	60,000
Safety Manager	N/A	N/A	75,000	300,000
Sales & Marketing Manager (Technical)	60,000	80,000	80,000	100,000
Sales Engineer	15,000	30,000	45,000	100,000
Sales Executive / Officer (Technical)	15,000	30,000	35,000	50,000
Senior Sales Engineer	N/A	N/A	45,000	100,000
Senior Structural Engineer	N/A	N/A	70,000	90,000

Research & Development Engineer

Research and develop new products or improvement by information gathering, analysis, experiments and test runs.

Research & Development Officer

Research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.

Safety Engineer / Officer

Control the working environment and take care of safety activity. Provide permission of working methodology to other department.

Safety Manager

Responsible for all EHS activities at strategic level. Facilitate compliance with EHS Management Systems.

Sales & Marketing Manager (Technical)

Train and supervise sales staff, establish territories and goals for sales teams. Review the market, help them to determine customer needs, sales volume potential, and pricing schedules that will help meet company goals.

Sales Administrator/ Sales Support (Technical)

Sales administration & customer service. Liaise with production, documentation and related departments. Support sales for the marketing department.

Sales Engineer

Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.

Sales Executive / Officer (Technical)

Sell technical products and services for a company in order to boost profitability and increase market share. Support the understanding of products in the industry.

Senior Sales Engineer

Establish and sell products to new accounts within assigned markets/territory and prepare / review proposals / tenders / quotations to prospective customers. Negotiate with customers within the specified guidelines.

Senior Structural Engineer

Prepare and check for Structural deliverables including; Reports, Material Take-Offs, Calculations, Specifications, Drawings and Weight Control.

Engineering & Technical Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Service Engineer / Technical Support	10,000	40,000	30,000	60,000
Service Manager	20,000	35,000	45,000	120,000
Structural Engineer	N/A	N/A	25,000	120,000
Supply Chain Engineer	40,000	50,000	50,000	80,000
Technical Consultant	16,000	40,000	40,000	80,000
Technical Service Manager	N/A	N/A	45,000	90,000
Training Manager (Technical)	N/A	N/A	40,000	60,000
VP – Technical	N/A	N/A	80,000	120,000

Service Engineer / Technical Support

Install, troubleshoot, and maintain products/equipment. Train employees, identify, analyze, and repair product failures, order and replace parts as needed. Determine and recommend which products or services best fit the customers needs.

Service Manager

Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.

Structural Engineer

Prepare and check for structural deliverables including; Reports, Material Take-Offs, Calculations, Specifications, Drawings and Weight Control.

Supply Chain Engineer

Check stock and issue purchase order to suppliers. Follow up shipment and plan for shipment schedules. Issue invoice for the customer and handle stock control.

Technical Consultant

Understand technical aspects of all products and solutions of company. Design, deploy and on-going administration and troubleshooting of systems.

Technical Service Manager

Manage installation, setting up, testing and commissioning of products. Manage Preventive Maintenance and Calibration. Provide solutions to customers where appropriate.

Training Manager (Technical)

Identify training needs, plan and organize internal and external training programs. Prepare the training plan & budget. Responsible for training activities for both soft and technical skills.

VP – Technical

Establish work schedules, safety standards, quality control procedures and customer service policies related to the company's product. Oversee the technical services team's budget and monitors the performance of subordinates through reviews, training and mentoring.

IT Positions

Top 10 IT position trend for 2015

Job Position	Job Description	Exp. 0-5 years		Exp. 5 years and up	
		Min	Max	Min	Max
Data Warehouse Consultant / Business Intelligence	Develop database architecture, extract data, and prepare reports for the executive level of the company. Must have good knowledge of databases, data warehouse and data mining.	20,000	50,000	50,000	100,000
ERP Consultant	Provide consultation and advice to clients regarding Enterprise Resources Planning (ERP) application packages e.g. Finance, Accounting, Logistics and Sales and Distribution modules.	25,000	55,000	55,000	120,000
IT Manager	Develop strategic plan for IT department. Handle IT projects such as IT budgets, standards procedures and overall IT performance. Coordinate between vendors, IT department and all users. Review the adequacy and allocation of IT resources in terms of funding, personnel, equipment and service levels.	N/A	N/A	60,000	150,000
IT Support	Maintain, monitor and perform IT troubleshooting for end users.	15,000	40,000	40,000	60,000
Network Engineer	Design and implement network infrastructure including WAN, wireless network, routers, switches to meet business's requirements with suitable design and security.	20,000	45,000	45,000	80,000
Project Manager	Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.	N/A	N/A	60,000	120,000
Software Developer/ Programmer	Responsible for developing and designing applications and Coding. Manage technical issues dealing with Developments.	20,000	50,000	50,000	100,000
Software Engineer	Develop software and applications starting from analysis, design, coding, testing and training users.	20,000	50,000	50,000	100,000
System Analyst / Business Analyst	Perform system feasibility studies, analysis and design to meet users requirements. Work closely with programmers and software engineers.	25,000	50,000	50,000	100,000
System Engineer	Analyze, design, and provide configuration of server systems to clients.	15,000	45,000	45,000	80,000

Information Technology Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Assistant IT Manager	N/A	N/A	60,000	80,000
AVP - Information Technology	N/A	N/A	100,000	150,000
CRM Consultant	20,000	50,000	50,000	100,000
Data Center Manager / Infrastructure Manager	N/A	N/A	60,000	100,000
Data Warehouse Consultant / Business intelligence	20,000	50,000	50,000	100,000
Database Administrator	20,000	50,000	50,000	80,000
Digital Content Editor / Content Creator / Social Media Content Editor	20,000	40,000	N/A	N/A
Digital Marketing Analyst	18,000	40,000	N/A	N/A
Digital Marketing Manager	N/A	N/A	40,000	70,000
ERP Consultant	25,000	55,000	55,000	120,000

Assistant IT Manager

Assign IT Staff daily jobs and check lists, train them on all needed theoretical and practical procedures, trouble shooting and support with in corporate standards. Document, archiving all correspondence and trouble shooting, follow up suppliers' visits and maintenance. Develop and adapt any ideas that bring IT services to higher level. Assist existing/new properties when it is required, with approval of IT Manager.

AVP - Information Technology

Support and accelerate key business processes. Define business metrics and the information requirements for decision making based on strategic plans. Continuously assess current technology, effectiveness of current architecture and value of IT spending. Align IT spending to specific business goals. Continuously improve asset management of IT. Measure and improve return on IT investment. Ensure highest standards of information security and reduce system vulnerability.

CRM Consultant

Provide consultation and advice to clients regarding Customer Relationship Management (CRM) application package.

Data Center Manager / Infrastructure Manager

Perform functions critical to the success of the IT Infrastructure Operations group, such as production support, data processing, problem solution, monitoring, reporting and documentation.

Data Warehouse Consultant / Business Intelligence

Develop database architecture, extract data, and prepare reports for the executive level of the company. Must have good knowledge of databases, data warehouse and data mining.

Database Administrator

Administrate and monitor database server to maintain the reliability.

Digital Content Editor / Content Creator / Social Media Content Editor

Experienced copy editor or production editor within an online environment. Write copy and generate original ideas for content for email newsletters, websites, and social media sites. Solid understanding of IT technologies and some knowledge of Content Management Systems (CMS). Previous experience using HTML and Photoshop and some knowledge of basic web development.

Digital Marketing Analyst

Conduct online marketing efforts and create articles and contents for clients. Develop and improve digital marketing for company. Maintain online presence including websites and landing pages.

Digital Marketing Manager

Conduct online marketing efforts and create articles and contents for clients. Manage the online marketing team.

ERP Consultant

Provide consultation and advice to clients regarding Enterprise Resources Planning (ERP) application packages e.g. Finance, Accounting, Logistics and Sales and Distribution modules.

Information Technology Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
GIS Manager	N/A	N/A	90,000	120,000
Graphic Designer	15,000	40,000	40,000	60,000
Help-Desk	18,000	40,000	40,000	60,000
IT Application Support	20,000	45,000	45,000	80,000
IT Manager	N/A	N/A	60,000	150,000
IT Marketing Manager	N/A	N/A	120,000	180,000
IT Security Analyst / Engineer	18,000	45,000	45,000	80,000
IT Support	15,000	40,000	40,000	60,000
Network Administrator	18,000	40,000	40,000	60,000
Network Engineer	20,000	45,000	45,000	80,000

GIS Manager

Supervise the work productivity of subordinate GIS specialists, Utilize mathematical functions such as geometric spheres, vector conversion and real analysis to create geographical maps. Review each project proposal or plan to determine the appropriate time frame, resources, procedures and processes for completing GIS projects.

Graphic Designer

Create various types of art for magazines, newspapers, advertising publications, marketing and promotional materials, signs, web pages, and much more. Most of the art is created through the use of computerized design programs such as Adobe Suite.

Help-Desk

Answer, resolve and/or escalate all calls routed through the Groups Help Desk system. Provide courteous service to all Group IT customers both on the telephone and whilst ensuring that all company standards are adhered too. Provide day-to-day operational support and on call support when required for IT users on a group site or remote sites within a region, covering hardware, software and local and wide area network.

IT Application Support

Deliver support to end users about how to use various types of software programs efficiently and effectively in fulfilling business objectives. This includes troubleshooting applications and software for all internal customers, such as operations, development and other business units. Responsible for assisting in the design, delivery, and improvement of in-house software applications training programs and related courseware.

IT Manager

Develop strategic plan for IT department. Handle IT projects such as IT budgets, standards procedures and overall IT performance. Coordinate between vendors, IT department and all users. Review the adequacy and allocation of IT resources in terms of funding, personnel, equipment and service levels.

IT Marketing Manager

Manage and initiate marketing strategies of IT products or IT services. Responsible for press relations, develop marketing campaigns and deliver meaningful messages and visions of the company to consumers.

IT Security Analyst / Engineer

In charge of the Information Security Management function. Design, implementation, operation and maintenance of the Information Security Management System. Perform a suitable information security awareness and security risk assessment. Involved in compliance monitoring and improvement activities to ensure compliance with internal security policies.

IT Support

Maintain, monitor and perform IT troubleshooting for end users.

Network Administrator

Administrate and monitor network systems to maintain system reliability.

Network Engineer

Design and implement network infrastructure including WAN, wireless network, routers, switches to meet business's requirements with suitable design and security.

Information Technology Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Operation Director	N/A	N/A	100,000	150,000
Pre-Sales Consultant	N/A	N/A	70,000	120,000
Product Manager (IT)	N/A	N/A	50,000	100,000
Programmer	20,000	50,000	50,000	100,000
Programmer / Software Developer (.NET)	20,000	50,000	50,000	100,000
Programmer / Software Developer (C, C++)	20,000	40,000	40,000	80,000
Programmer / Software Developer (JAVA)	20,000	50,000	50,000	90,000
Programmer / Software Developer (Mobile Applications)	20,000	50,000	50,000	90,000
Programmer / Software Developer (ORACLE PL/SQL)	20,000	40,000	40,000	70,000
Programmer / Software Developer (PHP)	20,000	40,000	40,000	70,000

Operation Director

Set and deploy policy/strategy for operations. Manage and supervise overall operations to achieve the company's objectives. Coordinate with other functions in any related areas.

Pre-Sales Consultant

Assist the sales team by providing technical support and demonstrating products in order to deliver the best solutions to clients.

Product Manager (IT)

Responsible for planning, strategic marketing, system implementation of activities and budget allocation for assigned products.

Programmer

Responsible for developing and designing applications and Coding. Manage technical issues dealing with Developments.

Programmer / Software Developer (.NET)

Responsible for Application Framework Design and Coding using Microsoft .net technology (ASP.NET,C#, VB.NET). Manage technical issues dealing with Development.

Programmer / Software Developer (C, C++)

Responsible for Application Framework Design and Coding using C,C++ . Manage technical issues dealing with Development Environment.

Programmer / Software Developer (JAVA)

Responsible for Application Framework Design and Coding using JAVA technology. Manage technical issues dealing with Development.

Programmer / Software Developer (Mobile Applications)

Develop applications on mobile phones according to customer business requirement on following mobile platforms e.g. iOS, Android, Blackberry, Windows Mobile and Symbian.

Programmer / Software Developer (ORACLE PL/SQL)

Responsible for design, development, implement and support software applications. Prepare technical documentation as required.

Programmer / Software Developer (PHP)

Responsible for PHP programming to produce Data Flow. Design & develop Web Application on the website. Design & develop other Programming on the website.

Information Technology Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Programmer / Software Developer (Specific Applications)	20,000	30,000	N/A	N/A
Project Manager	N/A	N/A	60,000	120,000
QA Engineer / Software Tester	20,000	45,000	45,000	80,000
Sales IT	N/A	N/A	170,000	200,000
SAP Consultant	25,000	60,000	60,000	150,000
Senior Project Manager	N/A	N/A	100,000	150,000
Software / Solutions Architecture	N/A	N/A	80,000	120,000
Software Engineer	20,000	50,000	50,000	100,000
System Administrator	20,000	45,000	45,000	70,000
System Analyst / Business Analyst	25,000	50,000	50,000	100,000

Programmer / Software Developer (Specific Applications)

Responsible for Application Framework Design and Coding using Specific Application, Manage technical issues dealing with Development.

Project Manager

Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.

QA Engineer / Software Tester

Create test cases and perform testing to ensure software standardization.

Sales IT

Involve in supporting pre-sales activities by giving detailed information about technical specifications and the ways in which they could meet customer needs including demonstrate product's features before selling. Technical support, which follows the sale, may include problems solving or maximizing the use of software features, as well as advising on appropriate user training.

SAP Consultant

Provide functional or technical advice on the implementation of SAP. Must have business process and IT knowledge.

Senior Project Manager

Plan and execute capital investment projects in order to expand production capacity, improve process efficiency, improve product quality and maintain compliance with all legal and SHEQ requirements.

Software / Solutions Architecture

Set strategies and working plans for developing IT systems or software that conform with business strategies, business needs and company IT architecture.

Software Engineer

Develop software and applications starting from analysis, design, coding, testing and training users.

System Administrator

Administrate and monitor servers and data center to maintain system reliability.

System Analyst / Business Analyst

Perform system feasibility studies, analysis and design to meet users requirements. Work closely with programmers and software engineers.

Information Technology Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
System Engineer	15,000	45,000	45,000	80,000
Technical Consultant	20,000	50,000	50,000	100,000
Technical Service Manager	N/A	N/A	45,000	60,000
Web Designer	15,000	30,000	30,000	50,000
Webmaster	15,000	30,000	30,000	50,000

System Engineer

Analyze, design, and provide configuration of server systems to clients.

Technical Consultant

Understand technical aspects of all products and solutions of company. Design, deploy and on-going administration and troubleshooting of systems.

Technical Service Manager

Manage installation, setting up, testing and commissioning of products. Manage Preventive Maintenance and Calibration. Provide solutions to customers where appropriate.

Web Designer

Design and develop website contents by using multimedia tools.

Webmaster

Implement web pages, maintain content and oversee day-to-day management of the company website. Ensure quality and filing integrity of web pages.

Industrial Positions

Top 10 Industrial position trend for 2015

Job Position	Job Description	Exp. 0-5 years		Exp. 5 years and up	
		Min	Max	Min	Max
Accounting Manager	Ensure accuracy of accounting standards, all management reports, internal and external reporting. Control and monitor daily transactions. Responsible for all accounting and tax matters.	N/A	N/A	30,000	120,000
Administrative Officer / Staff	Responsible for administrative functions and support related sections. Manage document support for related departments.	10,000	33,000	N/A	N/A
Finance Manager	Set up accounting systems and responsible for financial and accounting matters. Provide timely and accuracy reporting. Institute, review and maintain effective financial management systems and internal controls. Cash flow projection and management, Budgeting and variance analysis, review key expenses, monitor inventory and recommend cost reduction programs.	N/A	N/A	70,000	150,000
Human Resource Manager	Develop and implement HR policies and procedures. Responsible for the overall HR function such as recruitment, compensation and benefits and performance evaluation. Provide overall supervision for HR department.	N/A	N/A	50,000	160,000
Logistic / Supply Chain & Warehouse Manager (Manufacturing)	Manage and control inventory to ensure production continuity and materials not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all documents relating to the warehouse stock system.	30,000	35,000	50,000	70,000
Maintenance Engineer	Support and maintain the factory utility, facility systems and machines, also run the Plant Manager plan activity.	30,000	50,000	50,000	120,000
Marketing Executive / Officer	Create and execute marketing strategy. Conduct market survey and assist in updating information. Assist in creating marketing materials, coordinate among the specialist trainer and schedule for seminars. Develop brand awareness and communication. Support Technical and Sale Executive Team for seminars and PR events. Participate to the marketing budget plan.	20,000	40,000	N/A	N/A
Procurement Officer	Monitor contractor performance and recommend contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Responsible for all of the goods and services that are purchased by a company. Source vendors, negotiate contracts and ensure prompt delivery.	N/A	N/A	30,000	35,000
Sales Engineer	Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.	20,000	50,000	40,000	65,000
Sales Executive / Officer	Initiate and establish new accounts and maintain good relationships with existing customers with high level of customer satisfaction. Provide support for all sales processes. Coordinate and follow up with relevant parties to ensure that sales objectives and targets are achieved.	15,000	30,000	35,000	50,000

Industrial Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
ACCOUNTING				
Accounting & Finance Supervisor (CPA)	25,000	40,000	40,000	150,000
Accounting Analyst	20,000	40,000	40,000	200,000
Accounting Assistant	15,000	30,000	30,000	65,000
Accounting Executive / Officer	15,000	30,000	30,000	65,000
Accounting Manager	N/A	N/A	30,000	120,000
Accounts Receivable Accountant	20,000	30,000	N/A	N/A
Assistant Accounting Manager	30,000	40,000	40,000	65,000
AVP - Accounting and Finance	N/A	N/A	60,000	120,000
Costing Executive	17,000	40,000	40,000	65,000

Accounting & Finance Supervisor (CPA)

Handle all management reports and involve in analysis tasks. Oversee all operations of finance / accounts, month-end closings, financial statement reports.

Accounting Analyst

Perform duties related to fixed-asset accounting, bank reconciliation, cost allocation, account closing, financial accounting and balance sheet accounts reconciliation. Review and monitor accounting controls to ensure accurate and timely financial records.

Accounting Assistant

Handle general accounting functions including accounts payable, accounts receivable and general ledger. Responsible for balancing and reconciliations. Specialise in one area of the accounting function and understanding of bookkeeping procedures.

Accounting Executive / Officer

Handle cash receipts, expenditures, investments, purchasing, inventory, assets and payroll. Record all transactions. Prepare and submit VAT reports. Assist with assets and inventory control and handle general accounting functions.

Accounting Manager

Ensure accuracy of accounting standards, all management reports, internal and external reporting. Control and monitor daily transactions. Responsible for all accounting and tax matters.

Accounts Receivable Accountant

Prepare invoices, receipts and tax invoices. Follow up on customer payment and prepare VAT reports.

Assistant Accounting Manager

Manage and control the accounts function and monitor team performance.

AVP - Accounting and Finance

Utilize strong accounting and finance understanding to develop insights into financial performance of a large, complex and highly profitable multinational company. Work closely with Finance and Actuarial teams to regularly unravel and explain IFRS results. Further work with the rest of the team to partner business units to effectively develop strategies, budgets, business cases and be instrumental in facilitating management and business units in making timely and correct decisions.

Costing Executive

Prepare Factory Costing. Prepare reports on Cost Accounting, Distribution Sheet of Manufacturing Expense. Manage Month-end closing, General Ledger Book Factory and Trial Balance, Profit and Loss.

Industrial Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
ACCOUNTING				
Costing Manager	N/A	N/A	50,000	100,000
Finance & Accounting Manager	N/A	N/A	60,000	200,000
Junior Accounts	20,000	30,000	N/A	N/A
Senior Accountant	N/A	N/A	40,000	60,000
ADMIN / SECRETARIAL				
Administrative Assistant	15,000	35,000	N/A	N/A
Administrative Director	N/A	N/A	80,000	150,000
Administrative Manager	N/A	N/A	45,000	55,000
Administrative Officer / Staff	10,000	33,000	N/A	N/A
Data Entry	15,000	18,000	N/A	N/A

Costing Manager

Plan, develop and supervise all cost functions. Insure that all project cost activities such as data collection, field estimating, productivity analysis and budget forecasting comply with company and client requirements. Develop and implement project cost standards and procedures. Provide support service to the project teams to assist and guide the establishment of the project budgets and project control tools.

Finance & Accounting Manager

Manage financial and accounting functions. Manage and monitor finance and Accounting team. Responsible for the whole company's financial and accounting functions and data processing, including financial management and cost accounting.

Junior Accounts

Record day-to-day transactions, prepare payment vouchers, manage and calculate Tax and handle Bank reconciliations. Verify and post transactions to journals, ledgers and other records. Prepare statements, invoices and vouchers. May handle balancing and reconciliations. May specialise in one area of the accounting function.

Senior Accountant

Responsible for full accounting transaction (A/P, A/R, G/L), balance sheet, financial statement and reporting. Consolidate financial reports to assist management analysis. Ensure all account transactions are accurate

and timely. Prepare and produce the financial reports and documents to ensure the accuracy as well as compliance of the reports within defined schedule. Analyse an impact on financial operation due to new business, changes of business or regulations.

Administrative Assistant

Handle documents and support functions, such as filing and other administration functions. Coordinate with internal departments.

Administrative Director

Responsible for overall Administrative, HR, IT and Purchasing areas. Management functions to take care of other departments. Create new activities for Employee Relation in HR department.

Administrative Manager

Provide general administrative support to all departments. Handle supplier contract management. Coordinate and maintain company's documents and office properties.

Administrative Officer / Staff

Responsible for administrative functions and support related sections. Manage document support for related departments.

Data Entry

Entry the data into the system.

Industrial Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
ADMIN / SECRETARIAL Executive Driver	N/A	N/A	14,000	18,000
Executive Secretary / PA	20,000	30,000	30,000	40,000
Interpreter	15,000	30,000	N/A	N/A
CUSTOMER SERVICE				
Customer Service Executive (Coordinator / Order Administrator)	20,000	25,000	40,000	60,000
Customer Service Manager	30,000	50,000	50,000	120,000
ENGINEERING				
Application Engineer	N/A	N/A	70,000	75,000
Design Engineer	30,000	40,000	N/A	N/A
Draftsman	22,000	25,000	N/A	N/A

Executive Driver

Transport executive around the city as required. Duties involve driving, car maintenance & associated duties.

Executive Secretary / PA

Support top Management and handle confidential matters. Responsible for secretarial tasks, appointment arrangements, travel arrangements and other tasks as assigned. Hands on some interpretation in the meetings and document translation.

Interpreter

Provide language conversion in a range of business meetings, production lines, training and seminar as assigned. Handle document translation.

Customer Service Executive (Coordinator / Order Administrator)

Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.

Customer Service Manager

Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.

Application Engineer

Support sales and marketing staff with technical information in terms of preparing necessary documents, proposals, product specifications, drawings as well as providing technical information to internal staff and customers.

Design Engineer

In charge of product design and engineering specifications of customers and suppliers as well as contact for all engineering issues including new product design.

Draftsman

In charge of computer drawings follow up construction, products design of 2 & 3 Dimensions. breakdowns.

Industrial Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
ENGINEERING Electrical Engineer	20,000	40,000	40,000	80,000
Engineer	22,000	35,000	35,000	45,000
Engineer (Mechanical / Chemical / QA / AC)	20,000	25,000	25,000	80,000
Engineering / IE / Process Improvement Manager	30,000	60,000	60,000	120,000
Engineering Manager	33,000	60,000	60,000	120,000
Factory Manager	N/A	N/A	70,000	200,000
Industrial Business Analyst	N/A	N/A	80,000	120,000
Maintenance Chief / Manager	N/A	N/A	70,000	120,000
Maintenance Engineer	30,000	50,000	50,000	120,000
Mechanical Engineer	25,000	40,000	40,000	100,000

Electrical Engineer

Plan the preventive maintenance plan for electrical machinery and equipment. Monitor the electrical power supply system. Analyze and solve the problem of machine breakdowns.

Engineer

Initiate and modify process flow to maximize process capability. Solve a quality related problems as well as maintain a quality system toward quality policy and organizational objectives.

Engineer (Mechanical / Chemical / QA / AC)

Initiate and modify process flow to maximize process capability. Solve quality related challenges as well as maintain quality systems and organizational objectives.

Engineering / IE / Process Improvement Manager

Manage, control and supervise team to achieve company goals. Modify, create and improve production capabilities. Organize, analyze and perform professional engineering work in the line.

Engineering Manager

Manage, control and supervise team to achieve company goals. Modify, create and improve production capabilities. Organize, analyze and perform professional engineering work in the line.

Factory Manager

Manage, monitor and supervise the production team to achieve company goals. Coordinate with other departments to support the production line.

Industrial Business Analyst

Responsible for reviewing, modifying and recommending business requirements applied to company databases and system applications.

Maintenance Chief / Manager

Manage installation and maintenance of machines and facility systems. Supervise engineers and technicians for all aspect of the job. Plan and implement Preventive Maintenance in operations.

Maintenance Engineer

Support and maintain the factory utility, facility systems and machines, also run the Plant Manager plan activity.

Mechanical Engineer

Plan the preventive maintenance plan for machines and equipment. Monitor the electrical power supply system. Analyze and solve machine breakdown problems.

Industrial Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Operation Manager	N/A	N/A	70,000	80,000
Process Engineer	20,000	40,000	40,000	65,000
Process Improvement Engineer	N/A	N/A	80,000	100,000
Production Engineer	17,000	40,000	40,000	60,000
Production Manager	N/A	N/A	45,000	80,000
Production Planner	N/A	N/A	35,000	50,000
Project Coordinator (Technical)	N/A	N/A	40,000	60,000
Project Engineer	N/A	N/A	40,000	80,000
Project Manager – Manufacturing	N/A	N/A	80,000	120,000
QA / QC Engineer	17,000	50,000	50,000	80,000

Operation Manager

Manage and supervise operations team to achieve the company's objectives. Manage the improvement project or expansion project to increase process capability and efficiency. Coordinate with other functions in any related activities.

Process Engineer

Provide technical support to operations, develop & design process and review assigned units' operating conditions and data with recommendations resulting in maximizing their operating efficiency.

Process Improvement Engineer

Analyze the processes of the company in order to determine how these processes can be done more cheaply, efficiently and effectively.

Production Engineer

Plan and control overall production process to ensure meeting customer's standards i.e. quality, cost and delivery.

Production Manager

Plan and monitor daily production volumes based on cycle times and availability as well as control product and process to ensure customer needs are met.

Production Planner

Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.

Project Coordinator (Technical)

Responsible for coordinating activities and resources in support of technical projects that impact multiple departments, systems, or work-flows with moderate to high risk and complexity or multiple projects simultaneously with lesser risk and complexity.

Project Engineer

Responsible for overall project management. Take care of projects' costs, quality and schedule.

Project Manager – Manufacturing

Manage manufacturing engineers, work schedules and budgets related to the design, integration and maintenance of manufacturing equipment and systems. This includes approving and overseeing the design and implementation process, as well as ensuring work is completed in the required time frame and budget requirements. This includes ensuring the equipment and systems adhere to safety requirements, as well as local, state and federal industry regulations.

QA / QC Engineer

Solve quality related problems and maintain quality system toward quality policy and organization's objective.

Industrial Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Quality Manager	N/A	N/A	40,000	90,000
Research & Development Manager	N/A	N/A	30,000	60,000
Research & Development Officer	16,000	20,000	N/A	N/A
Safety Engineer / Officer	20,000	40,000	40,000	65,000
Sales Engineer	20,000	50,000	40,000	65,000
Technical Service Manager	N/A	N/A	40,000	60,000
FINANCE				
Finance Manager	N/A	N/A	70,000	150,000
Financial Administrator / Officer	15,000	18,000	N/A	N/A
Financial Controller	N/A	N/A	55,000	150,000

Quality Manager

Manage, implement and maintain quality factory systems.

Research & Development Manager

Manage and supervise team to research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.

Research & Development Officer

Research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.

Safety Engineer / Officer

Control the working environment and take care of safety activity. Provide permission of working methodology to other department.

Sales Engineer

Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.

Technical Service Manager

Manage installation, setting up, testing and commissioning of products. Manage Preventive Maintenance and Calibration. Provide solutions to customers where appropriate.

Finance Manager

Set up accounting systems and responsible for financial and accounting matters. Provide timely and accuracy reporting. Institute, review and maintain effective financial management systems and internal controls. Cash flow projection and management, Budgeting and variance analysis, review key expenses, monitor inventory and recommend cost reduction programs.

Financial Administrator / Officer

Responsible for administrative functions and support related sections. Manage document support for related departments.

Financial Controller

Oversee the finance and accounting, treasury, budgeting, audit, tax, and purchasing. Responsible for cash flow management. Analyze and review financial statements, financial reporting and business trend analysis.

Industrial Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
HUMAN RESOURCE				
Assistant Human Resource Manager	30,000	40,000	40,000	70,000
HR - Compensation & Benefit	55,000	60,000	N/A	N/A
HR / Administrative Officer	15,000	30,000	30,000	60,000
HRD Manager (Regional) / Director	N/A	N/A	60,000	100,000
HRM Manager	N/A	N/A	40,000	70,000
Human Resource Executive / Officer / Staff	15,000	30,000	30,000	50,000
Human Resource Manager	N/A	N/A	50,000	160,000
Human Resources Director	N/A	N/A	90,000	100,000
Recruitment Officer	30,000	35,000	40,000	70,000
Senior Human Resource Executive / Officer	15,000	40,000	40,000	80,000

Assistant Human Resource Manager

Manage, plan and develop HR strategies and HR functions for the expansion and development of the business. Assist HR Manager in managing all HR functions.

HR - Compensation & Benefit

Responsible for job evaluation, job grade, salary survey and payroll.

HR / Administrative Officer

Responsible for administrative functions and support related sections. Manage document support for related departments.

HRD Manager (Regional) / Director

Build foundations for corporate culture, Code of Conduct and Business Drivers. Design and develop regional policies and procedures to enforce the same standard practices.

HRM Manager

Monitor and ensure overall HRM cover HR strategy and planning for staffing plan. Implement effective and suitable HR functions such as recruitment, performance management, compensation & benefit, HR policies and employee relations.

Human Resource Executive / Officer / Staff

Operate one or multiple HRM or HRD functions such as recruitment, training, compensation and benefits, payroll and welfare.

Human Resource Manager

Develop and implement HR policies and procedures. Responsible for the overall HR function such as recruitment, compensation and benefits and performance evaluation. Provide overall supervision for HR department.

Human Resources Director

In charge of strategic HR planning and business direction. Plan, develop and evaluate HR functions. Develop appropriate policies and programs for effective management within the organization.

Recruitment Officer

Responsible for the function of the recruitment process which including sourcing, recruiting, selecting and hiring across all levels.

Senior Human Resource Executive / Officer

Provide hands-on support in all HR functions, including Recruitment & Selection, Compensation & Benefits, and Employee Relations & Communication.

Industrial Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
INFORMATION TECHNOLOGY				
Programmer	N/A	N/A	40,000	60,000
Project Manager	N/A	N/A	50,000	52,000
LEGAL / COMPLIANCE				
Legal Consultant / Specialist	N/A	N/A	50,000	100,000
MARKETING / PR				
Marketing Executive / Officer	20,000	40,000	N/A	N/A
Marketing Manager	N/A	N/A	40,000	100,000
MEDICAL & SCIENCE				
Medical Sales Representative	N/A	N/A	60,000	80,000

Programmer

Responsible for developing and designing applications and Coding. Manage technical issues dealing with Developments.

Project Manager

Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.

Legal Consultant / Specialist

Responsible for administrative functions and support related sections. Manage document support for related departments.

Marketing Executive / Officer

Create and execute marketing strategy. Conduct market survey and assist in updating information. Assist in creating marketing materials, coordinate among the specialist trainer and schedule for seminars. Develop brand awareness and communication. Support Technical and Sale Executive Team for seminars and PR events. Participate to the marketing budget plan.

Marketing Manager

Manage and initiate marketing strategies of products or services. Responsible for press relations, develop marketing campaigns and deliver meaningful messages and visions of the company to consumers.

Medical Sales Representative

Maintain and service existing customers and assist in developing new business opportunities. Gain market share by promoting, selling and servicing. Expand the customer base.

Industrial Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
PURCHASING / PROCUREMENT / EXPENDITURE / BUYER / MERCHANDISER				
Merchandiser	15,000	20,000	N/A	N/A
Planning Executive/ Officer	18,000	25,000	N/A	N/A
Procurement Officer	N/A	N/A	30,000	35,000
Purchasing Executive	30,000	35,000	N/A	N/A
Purchasing Manager / Plant Buyer	N/A	N/A	50,000	100,000
Purchasing Officer	15,000	25,000	40,000	50,000
SALES				
Assistant Sales Manager	N/A	N/A	30,000	50,000
Key Account Executive	22,000	30,000	N/A	N/A

Merchandiser

Formulate the policies for the areas in which they are responsible. Forecast sales for the forthcoming budget period and estimate consumer demand and the impact of changes in the retail environment. Guide and train buyers as and when the need arises. Inspire commitment and performance in the part of the buyers is necessary. Assess the merchandise performance and the buyer's performance.

Planning Executive/ Officer

Support management in strategic planning activities, strategy development, major decision-making, business reviews and operational reporting.

Procurement Officer

Monitor contractor performance and recommend contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Responsible for all of the goods and services that are purchased by a company. Source vendors, negotiate contracts and ensure prompt delivery.

Purchasing Executive

Monitor contractor's performance and recommend contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Responsible for all of the goods and services that are purchased by a company. Source vendors, negotiate contracts, and ensures prompt delivery.

Purchasing Manager / Plant Buyer

Conduct and manage the operations of procurement activities. Select and establish suppliers for the supply of resources required by Production at the lowest overall cost. Continuously monitor and set objectives to improve the performance and cost effectiveness.

Purchasing Officer

Prepare purchase orders and liaise between suppliers and related departments. Perform buying duties when necessary. Review requisition orders in order to verify accuracy, terminology, and specifications. Prepare, maintain, and review purchasing files, reports and price lists. Handle other related tasks or clerical duties as assigned.

Assistant Sales Manager

Develop/implement sales strategies and close supervision of team to achieve sales targets. Monitor target in terms of annual sales figures & support by motivate & boost up sales team member.

Key Account Executive

Responsible for coordinating and providing direction for customer service initiatives and working with operations and customers to deliver consistent and high level of customer service. Maintain and maximize growth potential of existing key customers and respond to customer needs, enquires and address their concerns.

Industrial Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Sales & Marketing Executive	20,000	25,000	30,000	40,000
Sales & Marketing Manager	N/A	N/A	30,000	60,000
Sales Administrator/ Sales Support	23,000	25,000	N/A	N/A
Sales Coordinator (General)	15,000	30,000	N/A	N/A
Sales Coordinator (Technical)	35,000	40,000	N/A	N/A
Sales Director	N/A	N/A	150,000	200,000
Sales Engineer	20,000	50,000	40,000	65,000
Sales Executive / Officer	15,000	30,000	35,000	50,000
Sales Manager	30,000	40,000	50,000	100,000
Store / Shop Manager	40,000	50,000	N/A	N/A

Sales & Marketing Executive

Manage their organization's sales and marketing activities. Plan, coordinate and implement marketing programs to identify and acquire new customers. Make sure that sales and marketing objectives align with overall company goals. Work with major customer accounts and oversee the creation of sales collateral. Build and maintain relationships with outside vendors, partners and distributors.

Sales & Marketing Manager

Train and supervise sales staff as well as establish territories and goals for sales teams. Review the market, help them to determine customer needs, sales volume potential and pricing schedules that will help meet company goals.

Sales Administrator/ Sales Support

Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.

Sales Coordinator (General)

Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.

Sales Coordinator (Technical)

Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.

Sales Director

Manage overall sales channels and ensure the achievement of the defined sales targets and revenue. Analyze sales strategy and conduct marketing opportunity analysis to determine business growth.

Sales Engineer

Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.

Sales Executive / Officer

Initiate and establish new accounts and maintain good relationships with existing customers with high level of customer satisfaction. Provide support for all sales processes. Coordinate and follow up with relevant parties to ensure that sales objectives and targets are achieved.

Sales Manager

Achieve sales over target. Responsible for product selling. Implement field force strategic planner, targets and schemes for incentive setting and Business environment training. Align with marketing team to implement the marketing program.

Store / Shop Manager

Handle sales matters. Recruit staff. Keep the store in line with Health and Safety regulations. Manage the shops security policies. Propose and implement promotions and specials. Develop marketing strategies and do merchandising. Maintain the budgets and expenditure. Keep abreast of stocks and merchandise levels.

Industrial Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
SUPPLY CHAIN / LOGISTICS				
Import & Export Officer / Coordinator	20,000	35,000	N/A	N/A
Logistic / Supply Chain & Warehouse Manager (Manufacturing)	30,000	35,000	50,000	70,000
Logistic Officer	20,000	30,000	N/A	N/A
Logistic Supervisor	15,000	33,000	N/A	N/A
Senior Import-Export Officer	20,000	25,000	25,000	30,000
Supply Chain Manager	N/A	N/A	50,000	100,000
Warehouse Manager	30,000	45,000	45,000	90,000
TECHNICAL / MANUFACTURING				
Plant Manager	N/A	N/A	150,000	200,000

Import & Export Officer / Coordinator

Responsible for import & export procedures and coordinate between internal production, shipping agents and customers for documents & delivery.

Logistic / Supply Chain & Warehouse Manager (Manufacturing)

Manage and control inventory to ensure production continuity and materials not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all documents relating to the warehouse stock system.

Logistic Officer

Contact with Customs.

Logistic Supervisor

Supervise subordinates and handle the logistics process.

Senior Import-Export Officer

Control all Export & Import Documents. Support Logistics Information and Customs Formalities. Coordinate with Oversea Customer and Supplier for Export & Import Regulations. Direct Import-Export Staff.

Supply Chain Manager

Manage flow of finished goods for the whole Commercial Unit to optimize inventory for Commercial and distribution centers. Establish monthly forecasts in order to define quantities to be purchased.

Warehouse Manager

Manage and control inventory to ensure production continuity and material not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all document relating to warehouse stock system.

Plant Manager

Responsible for all aspects in manufacturing including production, safety, quality, cost management, supply chain, and customer service.

Industrial Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
TECHNICAL / MANUFACTURING				
Production Supervisor / Chief	N/A	N/A	25,000	30,000
QA / QC Engineer	17,000	50,000	50,000	80,000
Safety Officer	N/A	N/A	40,000	50,000
Technician	12,000	14,000	14,000	16,000
TOP MANAGEMENT				
Chief Executive Officer	N/A	N/A	120,000	150,000
Chief Operating Officer	N/A	N/A	120,000	250,000
General Manager	N/A	N/A	80,000	200,000
Managing Director	N/A	N/A	200,000	250,000

Production Supervisor / Chief

Supervise production team to achieve company goal. Coordinate with other department to support production line.

QA / QC Engineer

Solve quality related problems and maintain quality system toward quality policy and organization's objective.

Safety Officer

Control working environment and take care for safety activities. Provide permission on working methodology to other departments.

Technician

Responsible for manufacturing quality products efficiently, accurately, safely and on time. Utilizes manufacturing equipment and in-process instrumentation to manufacture products in accordance to current manufacturing standard, company policy and safety regulations.

Chief Executive Officer

Responsible for overall operations, profile&loss, marketing, strategy, financing, creation of company culture, human resources, hiring, firing, compliance with safety regulations, sales, PR and etc.

Chief Operating Officer

Responsible for the company's day-to-day operating activities, including revenue and sales growth; expense, cost and margin control; and monthly, quarterly and annual financial goal management.

General Manager

General management for new company investments in Thailand. Handle all administrative and account duties besides the sales management.

Managing Director

Set the culture and develop strategy and direction for the company. Lead the executive/senior management of the company (including firing and hiring) and manage Financial and Physical resources.

Japanese Speaking Positions (Thai Nationality)

Top 10 Japanese speaking positions (Thai Nationality) trend for 2015

Job Position	Job Description	Exp. 0-5 years		Exp. 5 years and up	
		Min	Max	Min	Max
Accounting Manager	Ensure accuracy of accounting standards, all management reports, internal and external reporting. Control and monitor daily transactions. Responsible for all accounting and tax matters.	N/A	N/A	60,000	85,000
Business Development Executive / Officer	Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.	25,000	50,000	50,000	70,000
Customer Service Executive (Coordinator / Order Administrator)	Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.	20,000	55,000	45,000	60,000
Engineer	Initiate and modify process flow to maximize process capability. Solve a quality related problems as well as maintain a quality system toward quality policy and organizational objectives.	30,000	50,000	50,000	65,000
Financial Analyst	Responsible for business plan development. Handle feasibility study for new projects, industry analysis and financial projections. Advise and analyze product pricing and create clients' portfolio and approve client loans.	30,000	50,000	N/A	N/A
HR / Administrative Officer	Responsible for administrative functions and support related sections. Manage document support for related departments.	18,000	28,000	N/A	N/A
IT Manager	Develop strategic plan for IT department. Handle IT projects such as IT budgets, standards procedures and overall IT performance. Coordinate between vendors, IT department and all users. Review the adequacy and allocation of IT resources in terms of funding, personnel, equipment and service levels.	N/A	N/A	60,000	120,000
Interpreter	Provide language conversion in a range of business meetings, production lines, training and seminar as assigned. Handle document translation.	22,000	65,000	65,000	80,000
Sales Executive / OfficerSales Staff	Initiate and establish new accounts and maintain good relationships with existing customers with high level of customer satisfaction. Provide support for all sales processes. Coordinate and follow up with relevant parties to ensure that sales objectives and targets are achieved.	18,000	55,000	N/A	N/A
Sales Manager	Achieve sales over target. Responsible for product selling. Implement field force strategic planner, targets and schemes for incentive setting and Business environment training. Align with marketing team to implement the marketing program.	N/A	N/A	65,000	130,000

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
ACCOUNTING				
Accounting & Finance Supervisor (CPA)	35,000	45,000	N/A	N/A
Accounting Assistant	30,000	40,000	N/A	N/A
Accounting Executive / Officer	N/A	N/A	30,000	70,000
Accounting Manager	N/A	N/A	60,000	85,000
ADMIN / SECRETARIAL				
Administrative Assistant	15,000	45,000	50,000	60,000
Administrative Manager	N/A	N/A	50,000	110,000
Administrative Officer / Staff	18,000	45,000	N/A	N/A
Data Entry	20,000	30,000	N/A	N/A
Executive Secretary / PA	25,000	50,000	50,000	65,000

Accounting & Finance Supervisor (CPA)

Handle all management reports and involve in analysis tasks. Oversee all operations of finance / accounts, month-end closings, financial statement reports.

Accounting Assistant

Handle general accounting functions including accounts payable, accounts receivable and general ledger. Responsible for balancing and reconciliations. Specialise in one area of the accounting function and understanding of bookkeeping procedures.

Accounting Executive / Officer

Handle cash receipts, expenditures, investments, purchasing, inventory, assets and payroll. Record all transactions. Prepare and submit VAT reports. Assist with assets and inventory control and handle general accounting functions.

Accounting Manager

Ensure accuracy of accounting standards, all management reports, internal and external reporting. Control and monitor daily transactions. Responsible for all accounting and tax matters.

Administrative Assistant

Handle documents and support functions, such as filing and other administration functions. Coordinate with internal departments.

Administrative Manager

Provide general administrative support to all departments. Handle supplier contract management. Coordinate and maintain company's documents and office properties.

Administrative Officer / Staff

Responsible for administrative functions and support related sections. Manage document support for related departments.

Data Entry

Entry the data into the system.

Executive Secretary / PA

Support top Management and handle confidential matters. Responsible for secretarial tasks, appointment arrangements, travel arrangements and other tasks as assigned. Hands on some interpretation in the meetings and document translation.

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Interpreter	22,000	65,000	65,000	80,000
Junior Secretary / Secretary	20,000	35,000	N/A	N/A
Project Coordinator (General)	25,000	50,000	N/A	N/A
Receptionist	18,000	25,000	N/A	N/A
Sales Administrator/ Sales Support	20,000	50,000	N/A	N/A
Senior / Department Secretary	35,000	60,000	N/A	N/A
Senior Administrator	N/A	N/A	45,000	75,000
CUSTOMER SERVICE				
Call Center	25,000	65,000	N/A	N/A
Customer Service Executive (Coordinator / Order Administrator)	20,000	55,000	45,000	60,000

Interpreter

Provide language conversion in a range of business meetings, production lines, training and seminar as assigned. Handle document translation.

Junior Secretary / Secretary

Responsible for secretarial tasks as assigned, such as scheduling meetings as well as taking minutes of meeting. Handle both personal and business affair arrangement. Provide secretarial and administrative support to department / senior secretary. Handle all secretarial duties include typing, filing and other tasks as assigned. Hands on role in meeting and document translations.

Project Coordinator (General)

Assist the Project Manager and Superintendent, where applicable, in the day to day duties of a project's administration under the guidance and direction of the project.

Receptionist

Responsible for greeting and welcoming guests. Handle guest enquiries and complaints, make outgoing calls and answer incoming calls as well as meeting room arrangements and maids and messengers handling.

Sales Administrator/ Sales Support

Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.

Senior / Department Secretary

Provide admin support, handle secretarial tasks such as minute taking, meetings and appointment arrangements, presentation preparation, correspondence, screen calls & mails, travel arrangements and office management for departments.

Senior Administrator

Responsible in the administrative function and support related sections. Manage document support for related departments. Report directly to the Administrative Manager.

Call Center

Manage incoming and outgoing calls, provide service and information to customers and handle enquiries and complaints.

Customer Service Executive (Coordinator / Order Administrator)

Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
CUSTOMER SERVICE Customer Service Manager	N/A	N/A	50,000	70,000
Medical Product Specialist / Expert	40,000	65,000	N/A	N/A
Report Analyst	N/A	N/A	60,000	100,000
ENGINEERING				
Construction Engineer	30,000	50,000	60,000	80,000
Design Engineer	25,000	45,000	50,000	65,000
Engineer	30,000	50,000	50,000	65,000
Engineer (Mechanical / Chemical / QA / AC)	18,000	40,000	50,000	60,000
Engineering Manager	N/A	N/A	55,000	100,000
Environmental Engineer	N/A	N/A	55,000	65,000
Factory Manager	N/A	N/A	60,000	100,000

Customer Service Manager

Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.

Medical Product Specialist / Expert

Responsible for providing effective clinical support, consultation and training to decision makers, nursing staff, patients. Seek new account opportunities while maintaining existing client relationships and provide technical support.

Report Analyst

Perform complex data analysis in support of ad-hoc and standing management or customer requests. Sometimes perform data entry, data auditing, creating data reports and monitoring all data for accuracy.

Construction Engineer

Possess extensive experience in project management, design and construction management of building construction and civil work.

Design Engineer

In charge of product design and engineering specifications of customers and suppliers as well as contact for all engineering issues including new product design.

Engineer

Initiate and modify process flow to maximize process capability. Solve a quality related problems as well as maintain a quality system toward quality policy and organizational objectives.

Engineer (Mechanical / Chemical / QA / AC)

Initiate and modify process flow to maximize process capability. Solve quality related challenges as well as maintain quality systems and organizational objectives.

Engineering Manager

Manage, control and supervise team to achieve company goals. Modify, create and improve production capabilities. Organize, analyze and perform professional engineering work in the line.

Environmental Engineer

Prepare the environmental risk assessment. Control and monitor water treatment systems and other related areas. Be a coordinator or auditor in Environmental Management System.

Factory Manager

Manage, monitor and supervise the production team to achieve company goals. Coordinate with other departments to support the production line.

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
ENGINEERING IT Security Analyst / Engineer	35,000	40,000	N/A	N/A
Maintenance Engineer	25,000	40,000	N/A	N/A
Network Engineer	25,000	40,000	N/A	N/A
Process Improvement Engineer	N/A	N/A	50,000	100,000
Production Engineer	25,000	40,000	N/A	N/A
Production Manager	N/A	N/A	50,000	150,000
Production Planner	30,000	55,000	N/A	N/A
Sales Engineer	18,000	40,000	45,000	90,000
Sales Executive / Officer (Technical)	35,000	45,000	N/A	N/A
System Engineer	25,000	45,000	N/A	N/A

IT Security Analyst / Engineer

In charge of the Information Security Management function. Design, implementation, operation and maintenance of the Information Security Management System. Perform a suitable information security awareness and security risk assessment. Involved in compliance monitoring and improvement activities to ensure compliance with internal security policies.

Maintenance Engineer

Support and maintain the factory utility, facility systems and machines, also run the Plant Manager plan activity.

Network Engineer

Design and implement network infrastructure including WAN, wireless network, routers, switches to meet business's requirements with suitable design and security.

Process Improvement Engineer

Analyze the processes of the company in order to determine how these processes can be done more cheaply, efficiently and effectively.

Production Engineer

Plan and control overall production process to ensure meeting customer's standards i.e. quality, cost and delivery.

Production Manager

Plan and monitor daily production volumes based on cycle times and availability as well as control product and process to ensure customer needs are met.

Production Planner

Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.

Sales Engineer

Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.

Sales Executive / Officer (Technical)

Sell technical products and services for a company in order to boost profitability and increase market share. Support the understanding of products in the industry.

System Engineer

Analyze, design, and provide configuration of server systems to clients.

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
FINANCE				
AVP - Accounting and Finance	N/A	N/A	65,000	80,000
Business Development Manager (Finance)	N/A	N/A	70,000	90,000
Credit Analyst	30,000	40,000	N/A	N/A
Financial Administrator / Officer	40,000	50,000	N/A	N/A
Financial Analyst	30,000	50,000	N/A	N/A
Personal Financial Officer	35,000	45,000	N/A	N/A
GOVERNMENT AFFAIR				
Regulatory Affairs Officer	25,000	45,000	N/A	N/A

AVP - Accounting and Finance

Utilize strong accounting and finance understanding to develop insights into financial performance of a large, complex and highly profitable multinational company. Work closely with Finance and Actuarial teams to regularly unravel and explain IFRS results. Further work with the rest of the team to partner business units to effectively develop strategies, budgets, business cases and be instrumental in facilitating management and business units in making timely and correct decisions.

Business Development Manager (Finance)

Identify potential growth and external opportunities of growth to complement current portfolio, M&A activities to identify & acquire new business opportunity.

Credit Analyst

Analyze and create clients portfolio and approve clients' loan.

Financial Administrator / Officer

Responsible for administrative functions and support related sections. Manage document support for related departments.

Financial Analyst

Responsible for business plan development. Handle feasibility study for new projects, industry analysis and financial projections. Advise and analyze product pricing and create clients' portfolio and approve client loans.

Personal Financial Officer

Responsible for approaching prospect client to handle sales target. Analyze financial information obtained from clients to determine strategies for meeting clients' financial objectives. Answer clients' questions about the purposes and details of financial plans and strategies.

Regulatory Affairs Officer

Manage regulatory affairs regarding product registration including preparing product information and submit registration documents to government sector.

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
HUMAN RESOURCE				
Assistant Human Resource Manager	30,000	45,000	50,000	65,000
HR / Administrative Officer	18,000	28,000	N/A	N/A
HR Generalist / HR Specialist	N/A	N/A	50,000	65,000
HRM Manager	N/A	N/A	50,000	60,000
Human Resource Executive / Officer / Staff	20,000	35,000	N/A	N/A
Human Resource Manager	N/A	N/A	65,000	120,000
Training Executive / Officer	20,000	30,000	N/A	N/A
INFORMATION TECHNOLOGY				
IT Director	N/A	N/A	50,000	150,000

Assistant Human Resource Manager

Manage, plan and develop HR strategies and HR functions for the expansion and development of the business. Assist HR Manager in managing all HR functions.

HR / Administrative Officer

Responsible for administrative functions and support related sections. Manage document support for related departments.

HR Generalist / HR Specialist

Oversee Recruitment, Training and other specialty departments.

HRM Manager

Monitor and ensure overall HRM cover HR strategy and planning for staffing plan. Implement effective and suitable HR functions such as recruitment, performance management, compensation & benefit, HR policies and employee relations.

Human Resource Executive / Officer / Staff

Operate one or multiple HRM or HRD functions such as recruitment, training, compensation and benefits, payroll and welfare.

Human Resource Manager

Develop and implement HR policies and procedures. Responsible for the overall HR function such as recruitment, compensation and benefits and performance evaluation. Provide overall supervision for HR department.

Training Executive / Officer

Administer training activities, prepare the training plan & budget, and arrange all training. Coordinate with HR & Campus activities.

IT Director

Manage and implement the company's IT operational systems as well as formulate and run software and hardware strategy in order to gain a competitive advantage for the company.

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
IT Manager	N/A	N/A	60,000	120,000
IT Support	20,000	50,000	N/A	N/A
Pre-Sales Consultant	N/A	N/A	50,000	100,000
Programmer	18,000	50,000	50,000	80,000
Programmer / Software Developer (ABAP)	25,000	45,000	N/A	N/A
Project Manager	N/A	N/A	50,000	70,000
SAP Consultant	25,000	35,000	N/A	N/A
System Engineer	25,000	45,000	N/A	N/A
LEGAL / COMPLIANCE				
Compliance Officer	N/A	N/A	50,000	65,000

IT Manager

Develop strategic plan for IT department. Handle IT projects such as IT budgets, standards procedures and overall IT performance. Coordinate between vendors, IT department and all users. Review the adequacy and allocation of IT resources in terms of funding, personnel, equipment and service levels.

IT Support

Maintain, monitor and perform IT troubleshooting for end users.

Pre-Sales Consultant

Assist the sales team by providing technical support and demonstrating products in order to deliver the best solutions to clients.

Programmer

Responsible for developing and designing applications and Coding. Manage technical issues dealing with Developments.

Programmer / Software Developer (ABAP)

Understand client requirements and utilize ABAP tools to meet expectations. Develop ABAP programming in project implementation as a team member. Able to support customers after successful implementation.

Project Manager

Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.

SAP Consultant

Provide functional or technical advice on the implementation of SAP. Must have business process and IT knowledge.

System Engineer

Analyze, design, and provide configuration of server systems to clients.

Compliance Officer

Monitor and ensure all business units comply with Bank & BOT regulations.

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
MARKETING / PR				
Assistant Account Manager	N/A	N/A	50,000	65,000
Assistant Marketing Manager	35,000	50,000	N/A	N/A
Business Development Executive / Officer	25,000	50,000	50,000	70,000
Business Development Manager / Specialist	N/A	N/A	70,000	130,000
CRM Manager	N/A	N/A	50,000	70,000
Customer Service Executive (Coordinator / Order Administrator)	20,000	55,000	45,000	60,000
Marketing Coordinator / Assistant	25,000	40,000	N/A	N/A
Marketing Executive / Officer	30,000	55,000	55,000	75,000
Marketing Researcher / Analyst	25,000	40,000	50,000	70,000

Assistant Account Manager

Manage and control the accounts functions and monitor team performance.

Assistant Marketing Manager

Assist Marketing Manager. Analyze budget plan, SWOT and monitor Product Management.

Business Development Executive / Officer

Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.

Business Development Manager / Specialist

Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service/ channel development planning and management.

CRM Manager

Develop CRM strategy on brand communications and activities that drive results on keeping good relationship with customers. Build and manage the CRM team as determined by the requirements of the CRM program.

Customer Service Executive (Coordinator / Order Administrator)

Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.

Marketing Coordinator / Assistant

Assist, support and provide back up to Marketing Manager in terms of marketing, media and CRM and events, production and PR activities.

Marketing Executive / Officer

Create and execute marketing strategy. Conduct market survey and assist in updating information. Assist in creating marketing materials, coordinate among the specialist trainer and schedule for seminars. Develop brand awareness and communication. Support Technical and Sale Executive Team for seminars and PR events. Participate to the marketing budget plan.

Marketing Researcher / Analyst

Conduct market research using both qualitative and quantitative approaches. Responsible for analyzing market trends.

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
MARKETING / PR Research & Development Officer	40,000	45,000	50,000	70,000
Sales & Marketing Manager	N/A	N/A	50,000	150,000
Senior Marketing Officer	N/A	N/A	55,000	75,000
OTHERS				
Newspaper journalist	35,000	50,000	N/A	N/A
PURCHASING / PROCUREMENT / EXPENDITURE / BUYER / MERCHANDISER				
Assistant Purchasing Manager	18,000	20,000	N/A	N/A
Import Officer	35,000	60,000	N/A	N/A
Merchandiser	25,000	40,000	N/A	N/A
Procurement Officer	40,000	50,000	N/A	N/A

Research & Development Officer

Research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.

Sales & Marketing Manager

Train and supervise sales staff as well as establish territories and goals for sales teams. Review the market, help them to determine customer needs, sales volume potential and pricing schedules that will help meet company goals.

Senior Marketing Officer

Control and manage the team. Responsible for marketing activities that benefit the company & its brands.

Newspaper journalist

Research and write stories for national, regional and local press. Report on news, politics, sports, arts and culture, science and business. Cover national and local events, entertainment and human interest stories. Interview people in a range of different circumstances. Attend press conferences and asking questions. Produce concise and accurate copy according to the newspaper's house style, and strict deadlines. Able to 'live' online reporting or real-time blogging when covering important events.

Assistant Purchasing Manager

Provide technical support to the purchasing process and assign department staff with specific responsibility for processing bid and purchasing documents and materials. Respond to related inquiries and maintain vendor/source information and inventories.

Import Officer

Responsible for documentation that coincides with shipments and importation. Also, responsible for maximizing space capacity and coordinating schedules with the warehouse. Interact with customers, manage their personal staff and coordinate with other teams. Manage the traffic department and traffic coordinators. Spot export compliance risks and come up with risk assessment measures.

Merchandiser

Formulate the policies for the areas in which they are responsible. Forecast sales for the forthcoming budget period and estimate consumer demand and the impact of changes in the retail environment. Guide and train buyers as and when the need arises. Inspire commitment and performance in the part of the buyers is necessary. Assess the merchandise performance and the buyer's performance.

Procurement Officer

Monitor contractor performance and recommend contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Responsible for all of the goods and services that are purchased by a company. Source vendors, negotiate contracts and ensure prompt delivery.

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
PURCHASING / PROCUREMENT / EXPENDITURE / BUYER / MERCHANDISER Purchasing Manager (MNC)	N/A	N/A	75,000	100,000
Purchasing Manager / Plant Buyer	N/A	N/A	50,000	80,000
Purchasing Officer	20,000	40,000	N/A	N/A
Senior Buyer	N/A	N/A	45,000	50,000
Senior Merchandiser	N/A	N/A	45,000	50,000
Senior Purchasing	N/A	N/A	45,000	50,000
SALES				
Account Executive	40,000	50,000	50,000	80,000
Account Manager	N/A	N/A	50,000	80,000
Assistant Sales Manager	N/A	N/A	65,000	70,000

Purchasing Manager (MNC)

Conduct and manage the operations of the company one or several division's procurement activities in a relatively large organization.

Purchasing Manager / Plant Buyer

Conduct and manage the operations of procurement activities. Select and establish suppliers for the supply of resources required by Production at the lowest overall cost. Continuously monitor and set objectives to improve the performance and cost effectiveness.

Purchasing Officer

Prepare purchase orders and liaise between suppliers and related departments. Perform buying duties when necessary. Review requisition orders in order to verify accuracy, terminology, and specifications. Prepare, maintain, and review purchasing files, reports and price lists. Handle other related tasks or clerical duties as assigned.

Senior Buyer

Ensure procurement material requirements. Purchasing productivity planning. Suppliers analysis and service improvements.

Senior Merchandiser

Deliver effective stock management and manage the team resources. Ensure KPIs are achieved and costs are in line with budget & Supply Chain plans. Produce category sales and margin forecasts. Liaise with external suppliers and the Trading team. Improve stock turnover for the whole category. Regularly carry out store, competitor and supplier visits. Review and monitor range plans regularly with buyer to reflect changing sales / trends.

Senior Purchasing

Monitor contractor performance, recommending contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.

Account Executive

Maintain existing clients and bring in new clients. Build a strong relationship with concerned parties. Manage/execute sales plan to be successful as targeted.

Account Manager

In charge of specific accounts/group accounts related to each sales team & business functions.

Assistant Sales Manager

Develop/implement sales strategies and close supervision of team to achieve sales targets. Monitor target in terms of annual sales figures & support by motivate & boost up sales team member.

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Branch Manager	N/A	N/A	60,000	100,000
Business Development Executive / Officer	25,000	50,000	50,000	70,000
Operation Manager	N/A	N/A	50,000	65,000
Sales & Marketing Director	N/A	N/A	66,000	100,000
Sales & Marketing Executive	25,000	50,000	N/A	N/A
Sales & Marketing Manager	N/A	N/A	50,000	150,000
Sales Administrative Assistant	25,000	45,000	N/A	N/A
Sales Administrator/ Sales Support	20,000	50,000	N/A	N/A
Sales Coordinator (General)	18,000	40,000	N/A	N/A
Sales Coordinator (Technical)	18,000	25,000	N/A	N/A

Branch Manager

Monitor branch operations and staff performance. Manage branch targets.

Business Development Executive / Officer

Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.

Operation Manager

Manage and supervise operations team to achieve the company's objectives. Manage the improvement project or expansion project to increase process capability and efficiency. Coordinate with other functions in any related activities.

Sales & Marketing Director

Manage overall sales & marketing functions including strategic sales planning, corporate communications and business development. Work closely with the management team.

Sales & Marketing Executive

Manage their organization's sales and marketing activities. Plan, coordinate and implement marketing programs to identify and acquire new customers. Make sure that sales and marketing objectives align with overall company goals. Work with major customer accounts and oversee the creation of sales collateral. Build and maintain relationships with outside vendors, partners and distributors.

Sales & Marketing Manager

Train and supervise sales staff as well as establish territories and goals for sales teams. Review the market, help them to determine customer needs, sales volume potential and pricing schedules that will help meet company goals.

Sales Administrative Assistant

Provide administrative support to the sales department and coordinate with clients and other related departments.

Sales Administrator/ Sales Support

Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.

Sales Coordinator (General)

Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.

Sales Coordinator (Technical)

Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Sales Director	N/A	N/A	100,000	120,000
Sales Engineer	18,000	40,000	45,000	90,000
Sales Executive / Officer	18,000	55,000	N/A	N/A
Sales IT	25,000	30,000	45,000	80,000
Sales Manager	N/A	N/A	65,000	130,000
Sales Manager (IT)	N/A	N/A	65,000	70,000
Senior Sales Executive	25,000	45,000	N/A	N/A
Senior Sales Manager	N/A	N/A	60,000	130,000
Store / Shop Staff	18,000	40,000	N/A	N/A

Sales Director

Manage overall sales channels and ensure the achievement of the defined sales targets and revenue. Analyze sales strategy and conduct marketing opportunity analysis to determine business growth.

Sales Engineer

Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.

Sales Executive / Officer

Initiate and establish new accounts and maintain good relationships with existing customers with high level of customer satisfaction. Provide support for all sales processes. Coordinate and follow up with relevant parties to ensure that sales objectives and targets are achieved.

Sales IT

Involve in supporting pre-sales activities by giving detailed information about technical specifications and the ways in which they could meet customer needs including demonstrate product's features before selling. Technical support, which follows the sale, may include problems solving or maximizing the use of software features, as well as advising on appropriate user training.

Sales Manager

Achieve sales over target. Responsible for product selling. Implement field force strategic planner, targets and schemes for incentive setting and Business environment training. Align with marketing team to implement the marketing program.

Sales Manager (IT)

Achieve sales over target. Responsible for sales of products, implement field force strategic planner and Business environment training. Align with marketing to implement marketing programs.

Senior Sales Executive

Explore, identify and develop business opportunities. Build up market strategies to achieve corporate goals and objectives. Coordinate business information including needs analysis, product information and technical specifications with the retail business partners. Develop and implement sales strategies and plans. Build and maintain good relationships with business partners. Need to travel occasionally.

Senior Sales Manager

Responsible for developing and executing sales and marketing strategy and planning. Gather and analyze market information to expand business opportunity. Ensure budget and target are met.

Store / Shop Staff

Assist customers in an enthusiastic and courteous manner. Advise and assist customers with their choices of product for themselves and for gifts. Accurately complete sales using POS system according to established procedures. Stock and clean the department for the best sales appearance and ease of use for the customer. Assist with merchandising efforts, displays, and floor moves as needed. Assist with community/marketing events. Maintain a clean and safe workplace.

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
SUPPLY CHAIN / LOGISTICS				
Logistic / Supply Chain & Warehouse Manager (Manufacturing)	N/A	N/A	60,000	100,000
Logistic Manager	N/A	N/A	50,000	100,000
Supply Chain Manager	N/A	N/A	70,000	90,000
TECHNICAL / MANUFACTURING				
Factory Manager	N/A	N/A	60,000	100,000
Product Development Manager	N/A	N/A	65,000	130,000
Product Development Officer / Staff	25,000	35,000	N/A	N/A
Production Manager	N/A	N/A	50,000	150,000
Safety Officer	25,000	35,000	N/A	N/A

Logistic / Supply Chain & Warehouse Manager (Manufacturing)

Manage and control inventory to ensure production continuity and materials not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all documents relating to the warehouse stock system.

Logistic Manager

Control and manage team in the Logistics Department.

Supply Chain Manager

Manage flow of finished goods for the whole Commercial Unit to optimize inventory for Commercial and distribution centers. Establish monthly forecasts in order to define quantities to be purchased.

Factory Manager

Manage, monitor and supervise the production team to achieve company goals. Coordinate with other departments to support the production line.

Product Development Manager

Initiate new product and analyze data / statistics.

Product Development Officer / Staff

Assist in managing the product development process from the concept phase to the post-launch analysis phase. Oversee coordination of concept art and samples creation, secure approvals during the process and finalizing all product and packaging prior to launch. Ensure the accuracy of product and packaging samples and seek approvals required.

Production Manager

Plan and monitor daily production volumes based on cycle times and availability as well as control product and process to ensure customer needs are met.

Safety Officer

Control working environment and take care for safety activities. Provide permission on working methodology to other departments.

Japanese Speaking Positions (Thai Nationality)

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Technical Service Manager	N/A	N/A	50,000	65,000
TOP MANAGEMENT				
General Manager	N/A	N/A	70,000	150,000
Managing Director	N/A	N/A	100,000	120,000

Technical Service Manager

Manage installation, setting up, testing and commissioning of products. Manage Preventive Maintenance and Calibration. Provide solutions to customers where appropriate.

General Manager

General management for new company investments in Thailand. Handle all administrative and account duties besides the sales management.

Managing Director

Set the culture and develop strategy and direction for the company. Lead the executive/senior management of the company (including firing and hiring) and manage Financial and Physical resources.

Japanese Nationality Positions

Top 10 Japanese nationality position trend for 2015

Job Position	Job Description	Exp. 0-5 years		Exp. 5 years and up	
		Min	Max	Min	Max
Accounting Manager	Ensure accuracy of accounting standards, all management reports, internal and external reporting. Control and monitor daily transactions. Responsible for all accounting and tax matters.	N/A	N/A	80,000	120,000
Administrative Officer / Staff	Responsible for administrative functions and support related sections. Manage document support for related departments.	40,000	60,000	N/A	N/A
Business Development Manager / Specialist	Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service/ channel development planning and management.	N/A	N/A	60,000	100,000
Customer Service Manager	Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.	N/A	N/A	70,000	90,000
Financial Analyst	Responsible for business plan development. Handle feasibility study for new projects, industry analysis and financial projections. Advise and analyze product pricing and create clients' portfolio and approve client loans.	N/A	N/A	90,000	200,000
Marketing Executive / Officer	Create and execute marketing strategy. Conduct market survey and assist in updating information. Assist in creating marketing materials, coordinate among the specialist trainer and schedule for seminars. Develop brand awareness and communication. Support Technical and Sale Executive Team for seminars and PR events. Participate to the marketing budget plan.	50,000	60,000	N/A	N/A
Project Manager	Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.	N/A	N/A	70,000	90,000
Sales Engineer	Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.	50,000	70,000	N/A	N/A
Sales Executive / Officer	Initiate and establish new accounts and maintain good relationships with existing customers with high level of customer satisfaction. Provide support for all sales processes. Coordinate and follow up with relevant parties to ensure that sales objectives and targets are achieved.	50,000	60,000	N/A	N/A
Sales Manager	Achieve sales over target. Responsible for product selling. Implement field force strategic planner, targets and schemes for incentive setting and Business environment training. Align with marketing team to implement the marketing program.	N/A	N/A	70,000	100,000



Japanese Nationality Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
ACCOUNTING				
Accounting Director	N/A	N/A	100,000	200,000
Accounting Manager	N/A	N/A	80,000	120,000
AVP - Accounting and Finance	N/A	N/A	200,000	250,000
Finance & Accounting Manager	N/A	N/A	90,000	150,000
ADMIN / SECRETARIAL				
Administrative Manager	N/A	N/A	60,000	100,000
Administrative Officer / Staff	40,000	60,000	N/A	N/A
Junior Secretary / Secretary	50,000	70,000	N/A	N/A
Sales Administrator/ Sales Support	40,000	50,000	N/A	N/A
Senior Administrator	N/A	N/A	50,000	70,000

Accounting Director

Supervise all month-end and year-end accounting procedures and oversee the general accounting function. Ensure that the accounting department is staffed with qualified of meeting the objectives and responsibilities. Ensure that company Accounting & financial reports are prepared in compliance with policies and directives of company.

Accounting Manager

Ensure accuracy of accounting standards, all management reports, internal and external reporting. Control and monitor daily transactions. Responsible for all accounting and tax matters.

AVP - Accounting and Finance

Utilize strong accounting and finance understanding to develop insights into financial performance of a large, complex and highly profitable multinational company. Work closely with Finance and Actuarial teams to regularly unravel and explain IFRS results. Further work with the rest of the team to partner business units to effectively develop strategies, budgets, business cases and be instrumental in facilitating management and business units in making timely and correct decisions.

Finance & Accounting Manager

Manage financial and accounting functions. Manage and monitor finance and Accounting team. Responsible for the whole company's financial and accounting functions and data processing, including financial management and cost accounting.

Administrative Manager

Provide general administrative support to all departments. Handle supplier contract management. Coordinate and maintain company's documents and office properties.

Administrative Officer / Staff

Responsible for administrative functions and support related sections. Manage document support for related departments.

Junior Secretary / Secretary

Responsible for secretarial tasks as assigned, such as scheduling meetings as well as taking minutes of meeting. Handle both personal and business affair arrangement. Provide secretarial and administrative support to department / senior secretary. Handle all secretarial duties include typing, filing and other tasks as assigned. Hands on role in meeting and document translations.

Sales Administrator/ Sales Support

Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.

Senior Administrator

Responsible in the administrative function and support related sections. Manage document support for related departments. Report directly to the Administrative Manager.

Japanese Nationality Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
CUSTOMER SERVICE				
Customer Service (Travel Agent)	60,000	60,000	N/A	N/A
Customer Service Executive (Coordinator / Order Administrator)	50,000	60,000	N/A	N/A
Customer Service Manager	N/A	N/A	70,000	90,000
FINANCE				
AVP - Accounting and Finance	N/A	N/A	200,000	250,000
Finance & Accounting Manager	N/A	N/A	90,000	150,000
Financial Analyst	N/A	N/A	90,000	200,000
HUMAN RESOURCE				
AVP - Human Resource	N/A	N/A	200,000	250,000
Human Resource Manager	N/A	N/A	60,000	120,000

Customer Service (Travel Agent)

Handle passenger queries regarding the flight and travel documents, process the check-in, inspect the travel document and handle lost & found issues.

Customer Service Executive (Coordinator / Order Administrator)

Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.

Customer Service Manager

Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.

AVP - Accounting and Finance

Utilize strong accounting and finance understanding to develop insights into financial performance of a large, complex and highly profitable multinational company. Work closely with Finance and Actuarial teams to regularly unravel and explain IFRS results. Further work with the rest of the team to partner business units to effectively develop strategies, budgets, business cases and be instrumental in facilitating management and business units in making timely and correct decisions.

Finance & Accounting Manager

Manage financial and accounting functions. Manage and monitor finance and Accounting team. Responsible for the whole company's financial and accounting functions and data processing, including financial management and cost accounting.

Financial Analyst

Responsible for business plan development. Handle feasibility study for new projects, industry analysis and financial projections. Advise and analyze product pricing and create clients' portfolio and approve client loans.

AVP - Human Resource

Provide strategic, consultative Human Resource support and leadership for assigned business unit. Identify and frame human resource issues and solutions to business problems by providing human resource expertise in implementing the strategic business direction and in determining the essential tactical human resources elements.

Human Resource Manager

Develop and implement HR policies and procedures. Responsible for the overall HR function such as recruitment, compensation and benefits and performance evaluation. Provide overall supervision for HR department.

Japanese Nationality Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Human Resources Director	N/A	N/A	90,000	150,000
INFORMATION TECHNOLOGY				
Project Manager	N/A	N/A	70,000	90,000
MARKETING / PR				
AVP - Sales & Marketing	N/A	N/A	100,000	150,000
Business Development Manager / Specialist	N/A	N/A	60,000	100,000
Customer Service Manager	N/A	N/A	70,000	90,000
Marketing Coordinator / Assistant	50,000	55,000	N/A	N/A
Marketing Executive / Officer	50,000	60,000	N/A	N/A
Relationship Manager	N/A	N/A	90,000	120,000
Sales & Marketing Manager	N/A	N/A	70,000	100,000

Human Resources Director

In charge of strategic HR planning and business direction. Plan, develop and evaluate HR functions. Develop appropriate policies and programs for effective management within the organization.

Project Manager

Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.

AVP - Sales & Marketing

Demonstrate ability to challenge, develop, and lead staff in pursuit of business plan objectives. Provide strategic input and assist in the development of the annual premium plan, department budget, and department business plan. Hold the Territory Managers accountable to report on marketplace intelligence. Facilitate agency reviews and oversee resulting actions. Create and oversee new business initiatives/programs and hold staff accountable for their success.

Business Development Manager / Specialist

Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service/ channel development planning and management.

Customer Service Manager

Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.

Marketing Coordinator / Assistant

Assist, support and provide back up to Marketing Manager in terms of marketing, media and CRM and events, production and PR activities.

Marketing Executive / Officer

Create and execute marketing strategy. Conduct market survey and assist in updating information. Assist in creating marketing materials, coordinate among the specialist trainer and schedule for seminars. Develop brand awareness and communication. Support Technical and Sale Executive Team for seminars and PR events. Participate to the marketing budget plan.

Relationship Manager

Expand business with prospects and existing clients and prepare credit proposals. Develop and execute marketing plans.

Sales & Marketing Manager

Train and supervise sales staff as well as establish territories and goals for sales teams. Review the market, help them to determine customer needs, sales volume potential and pricing schedules that will help meet company goals.

Japanese Nationality Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
PURCHASING / PROCUREMENT / EXPENDITURE / BUYER / MERCHANDISER				
Project Manager	N/A	N/A	70,000	90,000
Purchasing Manager / Plant Buyer	N/A	N/A	60,000	90,000
SALES				
Account Manager	N/A	N/A	60,000	90,000
Assistant Sales Manager	N/A	N/A	50,000	70,000
Business Development Manager / Specialist	N/A	N/A	60,000	100,000
Key Account Manager	N/A	N/A	70,000	90,000
Sales & Marketing Director	N/A	N/A	100,000	150,000
Sales & Marketing Executive	50,000	60,000	N/A	N/A
Sales & Marketing Manager	N/A	N/A	70,000	100,000

Project Manager

Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.

Purchasing Manager / Plant Buyer

Conduct and manage the operations of procurement activities. Select and establish suppliers for the supply of resources required by Production at the lowest overall cost. Continuously monitor and set objectives to improve the performance and cost effectiveness.

Account Manager

In charge of specific accounts/group accounts related to each sales team & business functions.

Assistant Sales Manager

Develop/implement sales strategies and close supervision of team to achieve sales targets. Monitor target in terms of annual sales figures & support by motivate & boost up sales team member.

Business Development Manager / Specialist

Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service/ channel development planning and management.

Key Account Manager

Responsible for sales target of products. Develop account plans, trade terms and promotional activities.

Sales & Marketing Director

Manage overall sales & marketing functions including strategic sales planning, corporate communications and business development. Work closely with the management team.

Sales & Marketing Executive

Manage their organization's sales and marketing activities. Plan, coordinate and implement marketing programs to identify and acquire new customers. Make sure that sales and marketing objectives align with overall company goals. Work with major customer accounts and oversee the creation of sales collateral. Build and maintain relationships with outside vendors, partners and distributors.

Sales & Marketing Manager

Train and supervise sales staff as well as establish territories and goals for sales teams. Review the market, help them to determine customer needs, sales volume potential and pricing schedules that will help meet company goals.

Japanese Nationality Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
Sales Administrator/ Sales Support	40,000	50,000	N/A	N/A
Sales Coordinator (General)	50,000	60,000	N/A	N/A
Sales Director	N/A	N/A	100,000	150,000
Sales Engineer	50,000	70,000	N/A	N/A
Sales Executive / Officer	50,000	60,000	N/A	N/A
Sales IT	50,000	70,000	N/A	N/A
Sales Manager	N/A	N/A	70,000	100,000
SALES				
TECHNICAL / MANUFACTURING				
Factory Manager	N/A	N/A	60,000	90,000
Production Manager	N/A	N/A	60,000	80,000
TOP MANAGEMENT				
General Manager	N/A	N/A	120,000	150,000
SUPPLY CHAIN / LOGISTICS				
Logistic Manager	N/A	N/A	60,000	100,000
Warehouse Manager	N/A	N/A	60,000	80,000

Sales Administrator/ Sales Support

Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.

Sales Coordinator (General)

Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.

Sales Director

Manage overall sales channels and ensure the achievement of the defined sales targets and revenue. Analyze sales strategy and conduct marketing opportunity analysis to determine business growth.

Sales Engineer

Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.

Sales Executive / Officer

Initiate and establish new accounts and maintain good relationships with existing customers with high level of customer satisfaction. Provide support for all sales processes. Coordinate and follow up with relevant parties to ensure that sales objectives and targets are achieved.

Sales IT

Involve in supporting pre-sales activities by giving detailed information about technical specifications and the ways in which they could meet customer needs including demonstrate product's features before selling. Technical support, which follows the sale, may include problems solving or maximizing the use of software features, as well as advising on appropriate user training.

Sales Manager

Achieve sales over target. Responsible for product selling. Implement field force strategic planner, targets and schemes for incentive setting and Business environment training. Align with marketing team to implement the marketing program.

Logistic Manager

Control and manage team in the Logistics Department.

Warehouse Manager

Manage and control inventory to ensure production continuity and material not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all document relating to warehouse stock system.

Japanese Nationality Positions

Job Position	Exp. 0-5 years		Exp. 5 years and up	
	Min	Max	Min	Max
TECHNICAL / MANUFACTURING				
Factory Manager	N/A	N/A	60,000	90,000
Production Manager	N/A	N/A	60,000	80,000
TOP MANAGEMENT				
General Manager	N/A	N/A	120,000	150,000

Factory Manager

Manage, monitor and supervise the production team to achieve company goals. Coordinate with other departments to support the production line.

Production Manager

Plan and monitor daily production volumes based on cycle times and availability as well as control product and process to ensure customer needs are met.

General Manager

General management for new company investments in Thailand. Handle all administrative and account duties besides the sales management.

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