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PR/117140 | Senior Business Support Executive

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1537239

Industry
Healthcare, Nursing

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Position : Senior Business Support Executive

Location: BKK

Report : General Manager (Japanese)

Salary : 50K – 80K

Business : Real estate developer, Condo/ shopping mall

Qualification

- Excellent computer proficiency in MS Office especially Excel.

- Must be able to work under pressure and prioritizing work to meet deadlines

- Able to work independently as well as in a team with excellent interpersonal

- Strong organizational skills and research skills

- With sincere working attitude, able to proceed tasks assigned quickly and efficiently, good manner in reporting to supervisor frequently and properly etc.

Job Summary

- Collaborating with business partners, vendors, or any other related parties to get appropriate data, documents, or information to create, revise, or finalize projection, budget, or any other

- finance or admin related tasks of our projects.

- Completing all procedures, research, and collaborations, especially to review, digest, deal with appropriate solutions for the projection, budget, business plan, project related documents and any other admin related information, also to coordinate and obtain the internal approval

- Conducting research when necessary to provide appropriate documents or information

- Facilitating smooth communication internally or externally e.g.: vendors, clients, partners, or any other relevant parties.

- Performing other ad hoc related duties as assigned by supervisor and the company.

Company Description