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JAC Recruitment Thailand

PR/120317 | Business Management Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1609923

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 10:43

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Overview

This position is part of the Sales Department and is responsible for supporting business management, budget control, and overall departmental operations. The role is not a specialized accounting or finance function but focuses on numerical management, reporting activities, coordination, and administrative support to ensure the smooth operation of the department.

Key Responsibilities

- Prepare and manage the annual budget for the department and monitor budget utilization.
- Develop monthly sales and profit forecasts and maintain forecast data.
- Conduct variance analysis by comparing actual performance against forecasts and budgets.
- Compile, analyze, and prepare sales performance reports for management review.
- Support various business management and operational activities within the department.
- Provide administrative and operational support to Thai staff members in the department.

- Coordinate and communicate with the company's production site in Ayutthaya regarding relevant matters.
- Handle inquiries, requests, and information exchange with headquarters.
- Assist with recruitment-related activities and hiring support tasks.
- Provide general back-office and administrative support to facilitate daily departmental operations.

Qualifications

- Bachelor's degree in Business Administration, Accounting, Finance, Economics, Management, or a related field.
- Experience in budget control, financial planning and analysis (FP&A), forecasting, variance analysis (Actual vs. Forecast/Budget), and sales analysis.
- Experience in business management, sales management, corporate management, managerial accounting, or other management-related functions within a manufacturing environment.
- Knowledge and understanding of managerial accounting principles.
- Strong numerical, analytical, and reporting skills.
- Advanced proficiency in Microsoft Excel, including data compilation, analysis, and reporting.
- Experience preparing budgets, forecasts, and management reports.
- Intermediate level of English proficiency or above.
- Japanese language skills are an advantage.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description