

PR/120650 | Treasury Operations Officer

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1619317

Industry
Petrochemical, Energy

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 14:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

About the role
The Treasury Operations Specialist role offers an opportunity to play a key part in managing liquidity, payments, and collections activities within a complex business environment. This position focuses on ensuring the efficient execution of financial transactions, optimising cash management processes, and supporting operational excellence through effective stakeholder coordination.

Responsibilities

- Ensure all approved local and international payments are processed accurately and on time to avoid payment defaults.
- Manage and oversee payment activities through various methods, including electronic banking platforms, cheques, cross-border payments, SWIFT, and other payment channels.
- Collaborate with financial institutions and internal stakeholders to enhance payment processes, improve efficiency, increase accuracy, and support automation initiatives.
- Maintain up-to-date knowledge of relevant payment regulations and requirements to ensure compliant transaction processing.

- Supervise outward remittance documentation and supporting materials for overseas payments.
- Analyse payment activities, supplier payment trends, liquidity requirements, and market factors that may impact cash management decisions.
- Monitor project-related payment milestones and support liquidity planning and currency management to optimise cash utilisation.
- Manage non-trade collection activities, including invoice follow-up, receipt issuance, cheque collection, bank deposits, and overdue collection coordination.
- Investigate and resolve unidentified collections by coordinating with internal teams and financial institutions to ensure accurate reconciliation and receivables recording.
- Prepare collection, ageing, and allocation reports and support corporate credit card administration processes.

Requirements

- Minimum 8 years of recent experience in treasury or cash management operations.
- Strong experience in daily cash positioning and short-term cash forecasting.
- Familiarity with bank cash management systems.
- Ability to communicate and negotiate effectively with internal and external stakeholders.
- Strong analytical and problem-solving capabilities.
- Experience with SAP is preferred.
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- Strong organisational skills with the ability to manage multiple priorities and deadlines.

About the company

A company in the energy industry, this organisation is a leading enterprise with large-scale operations and a strong focus on operational excellence, financial discipline, and sustainable growth. The company provides a dynamic environment where employees contribute to critical business activities while working alongside experienced professionals across multiple functions.

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Company Description