



PR/117140 | Senior Business Support Executive

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント タイランド

求人ID

1537239

業種

福祉・介護

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年05月14日 01:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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.