



PR/118999 | Business Administration Staff

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

1577612

業種

その他（メーカー）

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

2026年02月10日 10:25

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

日本語レベル

基礎会話レベル

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

Business Administration Staff

Salary 27,600 - 32,000 THB/m.

Monday - Friday

Flexible Working Hour Time-In: 7:30 - 09:00 AM. // Time-Out: 4:30 - 6:00 PM.

Voluntary Work From Home: Monday and Friday

Qualifications

- Bachelor's degree in any field.
- 1–2 years of experience in a related field.
- Good command of English with a TOEIC score of 650 or above (please attach TOEIC certificate if available).
- Experience in price handling, including quotation preparation and price negotiation.
- Strong passion and sense of ownership in an internal support role.
- Customer-oriented mindset with the ability to work well under pressure.
- Innovative mindset with a focus on operational improvement.
- Strong computer skills, particularly in Microsoft Excel (VLOOKUP, IF functions, and formulas).

Job Description

1. Pre-Business Setup

- Support product samples for testing purposes.
- Prepare and support documentation such as environmental test reports, certificates, surveys, and datasheets.

2. Price Preparation and Control

- Conduct price negotiations with customers and internal teams.
- Prepare quotations for new inquiries, cost reduction initiatives, and exchange rate revisions.

3. Operation Management

- Register new parts in the system.
- Correct and recover orders with processing errors.
- Monitor Gross Contribution Margin (GCM) and take corrective actions for negative GCM.
- Issue Credit/Debit Notes in cases of incorrect pricing or sales discrepancies.

4. Other Responsibilities

- Prepare monthly summaries of daily tasks to share with team members.
- Support team improvement and operational enhancement projects.

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