



JAC Recruitment

タイの求人なら
JAC Recruitment Thailand

PR/120317 | Business Management Coordinator

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

1609923

業種

その他（商社）

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09月29日 13:00

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

無し

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

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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会社説明