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# Thailand Salary Guide 2014



## Welcome to the Adecco Thailand Salary Guide 2014.

Adecco has prepared the Adecco Thailand Salary Guide every year to provide in-depth analysis and valuable insight into salaries currently being offered to candidates as well as a brief job description of each position.

In 2014, Adecco Thailand marks a new chapter in our Salary Guide that we offer with an online version. The new online version is designed for users to easily search through the information from Adecco Thailand database, a comprehensive database that provides salary expectations.

The e-Salary Guide is accessible right from your personal device – whichever platform you use – including web browser, iOS, Android, or Windows Phone. Our intention is that you can access the useful information anywhere and anytime. Whether you are a human resource professional planning strategy and budgets, or you are a fresh graduate seeking a new challenge, the guide provides an updated and accurate overview of salaries for key positions. In addition, Thai job descriptions have been added in order to increase user-friendliness and clear understanding.

By focusing on the information classified by job category and by industry, the trends of local and regional economies can easily be found. Asia is a growing region that has fared incredibly well on the global platform. The recovery of the European markets and the looks promising for 2014, with more job opportunities created. Locally there is a large investment in local infrastructure development and our energetic neighbors' growing economies will ensure that 2014 is really a great year of opportunity.

We are certain that the Adecco Thailand Salary Guide 2014 will be of benefit to you. If you require any additional information, or would like to discuss on any specific parts of this guide, we are pleased to be at your disposal.



*Tidarat K.*

Tidarat Kanchanawat  
Regional Director – Thailand & Vietnam  
Adecco Group Thailand

### About Adecco

Adecco S.A. is a Fortune Global 500 company and the global leader in HR services. The Adecco Group network connects over 500,000 associates with business clients each day through its network of over 33,000 employees and 5,500 offices in over 60 countries and territories around the world. Registered in Switzerland, and managed by a multinational team with expertise in markets spanning the globe, the Adecco Group delivers an unparalleled range of flexible staffing and career resources to corporate clients and qualified associates.

Established in Thailand since 1989, Adecco Thailand offers a range of services including Recruitment Services, Employment & Outsource Services, HR Consultation Services, Training Solutions and Outplacement Services. Our recruitment managers and consultants are in possession of expertise, knowledge of industry and employment trends. We are now operated with 10 Business Units, connects over 10,000 Associates each day through Adecco network of over 200 Employees.

For more information, visit [www.adecco.co.th](http://www.adecco.co.th).



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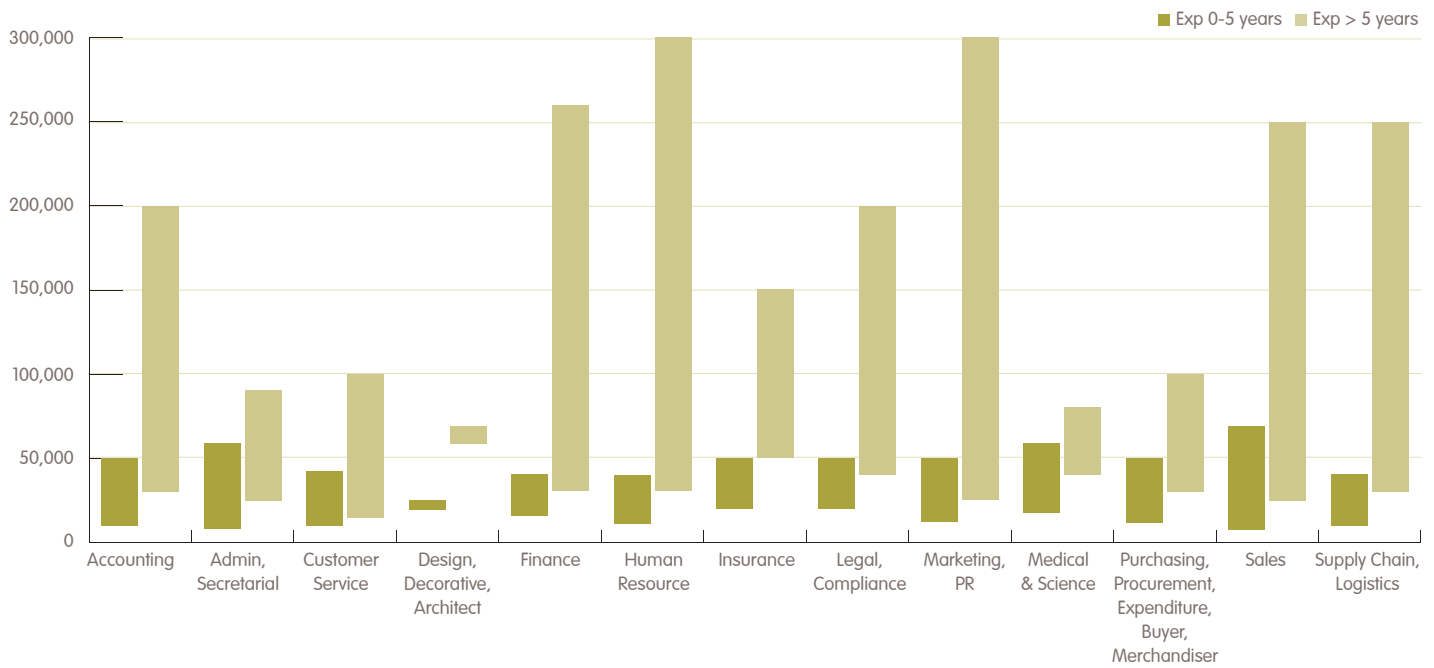
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Finance	Technical / Manufacturing
Human Resource	Top Management

## Adecco Thailand Salary Guide

Publish every year since 2007, Adecco Thailand Salary Guide is a comprehensive overview of updated salary information from 5 job categories across key sectors and industries. The figures and information included in this Guide are based on information obtained from Adecco experts who work with Adecco clients and candidates every day of the week throughout the year. Each salary range is derived from the demand of market in those respective positions of Adecco clients in a year and is varied from position to position. The figures shown are base salary excluding compensations and fringe benefits.

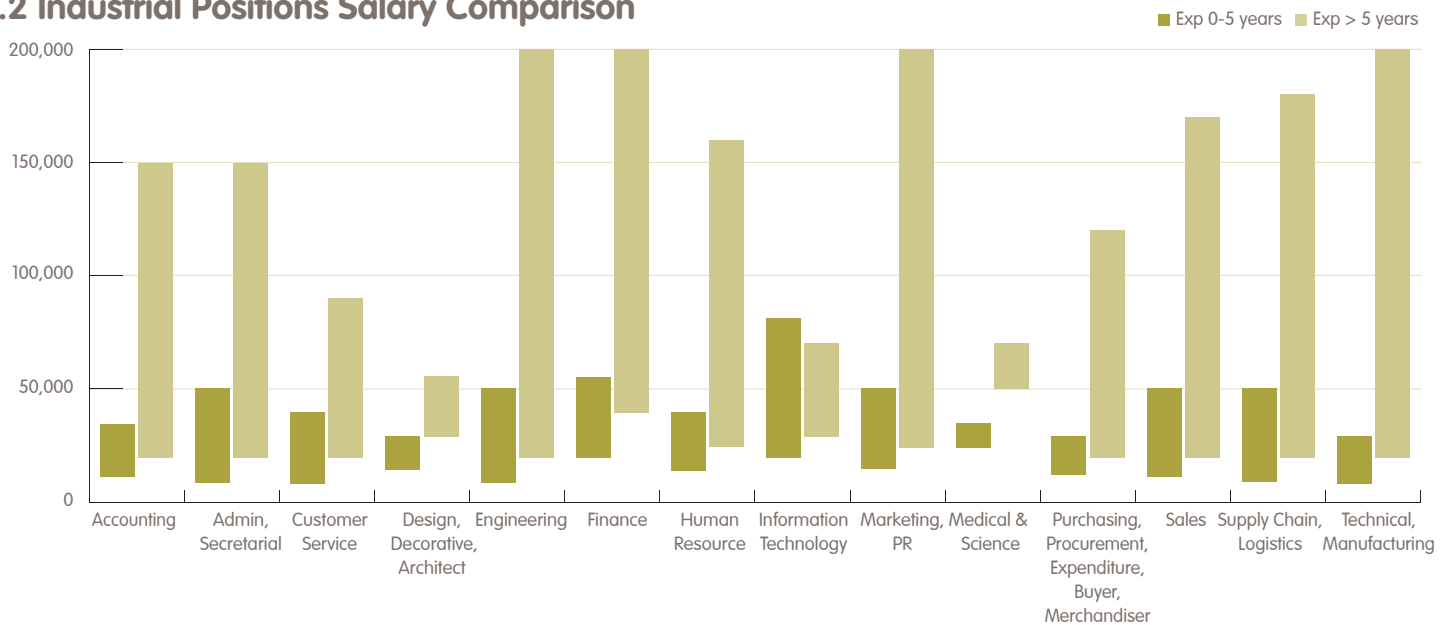
# Part 1: Salary Analysis 2013/2014

## 1.1 Office Positions Salary Comparison



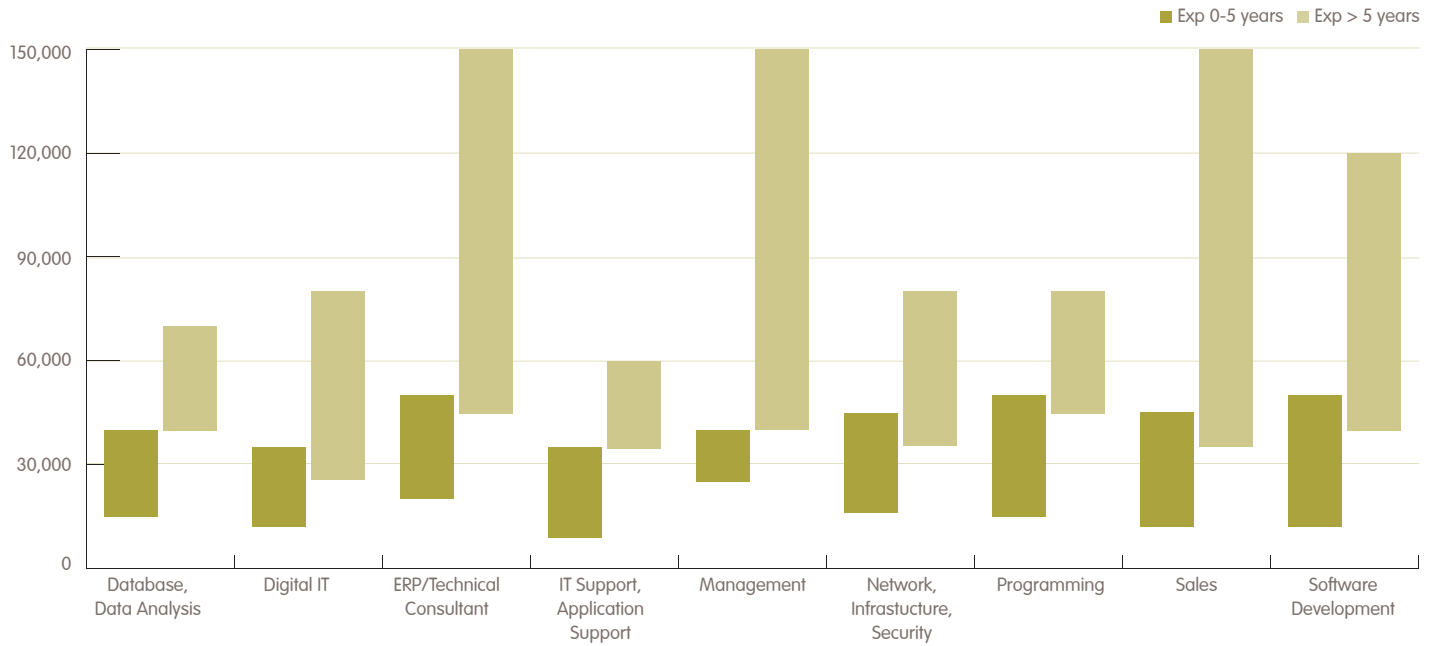
	Accounting	Admin, Secretarial	Customer Service	Design, Decorative, Architect	Finance	Human Resource	Insurance	Legal, Compliance	Marketing, PR	Medical & Science	Purchasing, Procurement, Expenditure, Buyer, Merchandiser	Sales	Supply Chain, Logistics
Exp 0-5 years Min	10,000	9,000	10,000	20,000	15,000	11,000	20,000	20,000	12,000	18,000	12,000	9,000	10,000
Exp 0-5 years Max	50,000	60,000	42,000	25,000	40,000	40,000	50,000	50,000	50,000	60,000	50,000	70,000	40,000
Exp > 5 years Min	30,000	25,000	15,000	60,000	30,000	30,000	50,000	40,000	25,000	40,000	30,000	25,000	30,000
Exp > 5 years Max	200,000	90,000	100,000	70,000	260,000	300,000	150,000	200,000	300,000	80,000	100,000	250,000	250,000

## 1.2 Industrial Positions Salary Comparison



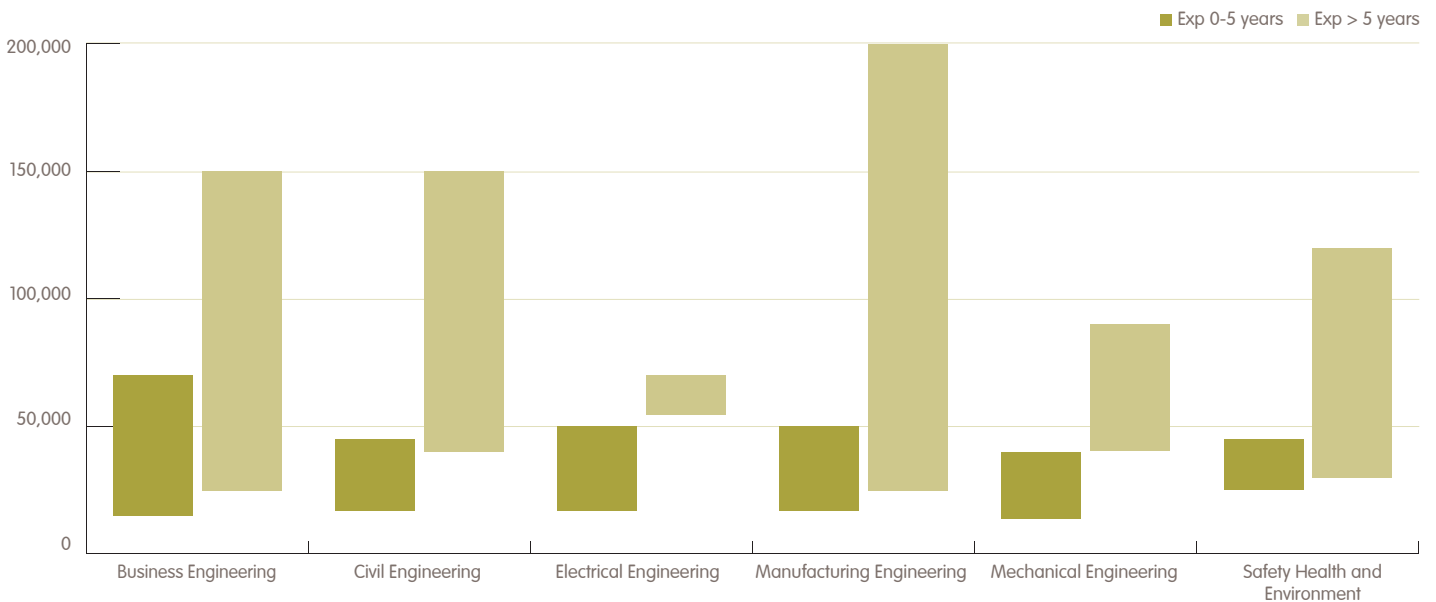
	Accounting	Admin, Secretarial	Customer Service	Design, Decorative, Architect	Engineering	Finance	Human Resource	Information Technology	Marketing, PR	Medical & Science	Purchasing, Procurement, Expenditure, Buyer, Merchandiser	Sales	Supply Chain, Logistics	Technical, Manufacturing
Exp 0-5 years Min	12,000	9,000	8,000	15,000	9,000	20,000	15,000	20,000	15,000	25,000	13,000	12,000	9,000	8,000
Exp 0-5 years Max	35,000	50,000	40,000	30,000	50,000	55,000	40,000	80,000	50,000	35,000	30,000	50,000	50,000	30,000
Exp > 5 years Min	20,000	20,000	20,000	30,000	20,000	40,000	25,000	30,000	25,000	50,000	20,000	20,000	20,000	20,000
Exp > 5 years Max	150,000	150,000	90,000	55,000	200,000	200,000	160,000	70,000	200,000	70,000	120,000	170,000	180,000	200,000

### 1.3 Information Technology Positions Salary Comparison



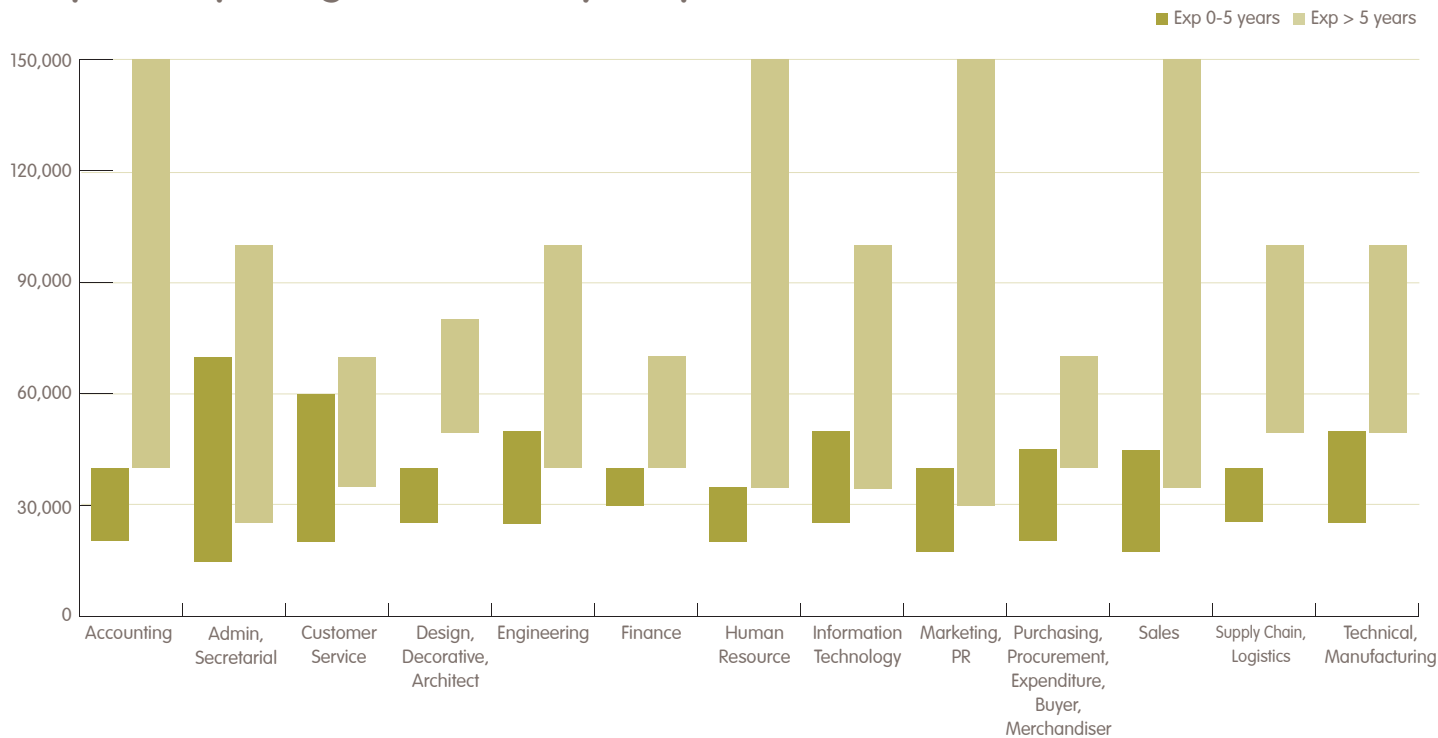
	Database, Data Analysis	Digital IT	ERP/Technical Consultant	IT Support, Application Support	Management	Network, Infrastructure, Security	Programming	Sales	Software Development
Exp 0-5 years Min	15,000	12,000	20,000	9,000	25,000	16,000	15,000	12,000	12,000
Exp 0-5 years Max	40,000	35,000	50,000	35,000	40,000	45,000	50,000	45,000	50,000
Exp 5 up years Min	40,000	25,000	45,000	35,000	40,000	35,000	45,000	35,000	40,000
Exp 5 up years Max	70,000	80,000	150,000	60,000	150,000	80,000	80,000	150,000	120,000

### 1.4 Engineering and Technical Positions Salary Comparison



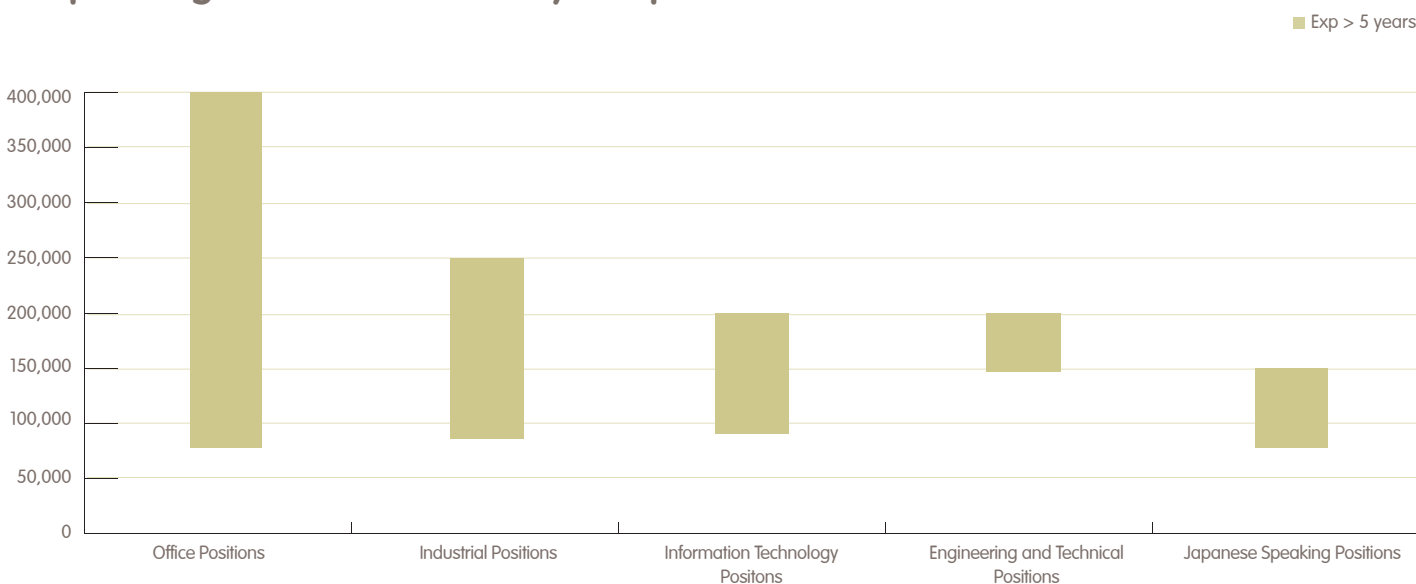
	Business Engineering	Civil Engineering	Electrical Engineering	Manufacturing Engineering	Mechanical Engineering	Safety Health and Environment
Exp 0-5 years Min	15,000	18,000	18,000	18,000	12,000	25,000
Exp 0-5 years Max	70,000	45,000	50,000	50,000	40,000	45,000
Exp > 5 years Min	25,000	40,000	55,000	25,000	40,000	30,000
Exp > 5 years Max	150,000	150,000	100,000	200,000	90,000	120,000

## 1.5 Japanese Speaking Positions Salary Comparison



	Accounting	Admin, Secretarial	Customer Service	Design, Decorative, Architect	Engineering	Finance	Human Resource	Information Technology	Marketing, PR	Purchasing, Procurement, Expenditure, Buyer, Merchandiser	Sales	Supply Chain, Logistics	Technical, Manufacturing
Exp 0-5 years Min	20,000	15,000	20,000	25,000	25,000	30,000	20,000	25,000	18,000	20,000	18,000	25,000	25,000
Exp 0-5 years Max	40,000	70,000	60,000	40,000	50,000	40,000	35,000	50,000	40,000	45,000	45,000	40,000	50,000
Exp > 5 years Min	40,000	25,000	35,000	50,000	40,000	40,000	35,000	35,000	30,000	40,000	35,000	50,000	50,000
Exp > 5 years Max	150,000	100,000	70,000	80,000	100,000	70,000	150,000	100,000	150,000	70,000	150,000	100,000	100,000

## 1.6 Top Management Positions Salary Comparison



	Office Positions	Industrial Positions	Information Technology Positions	Engineering and Technical Positions	Japanese Speaking Positions
Exp > 5 years Min	70,000	80,000	90,000	150,000	70,000
Exp > 5 years Max	400,000	250,000	200,000	200,000	150,000

## Part 2 : Salary Guide 2014

### 2.1 Office Positions

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
<b>Accounting</b>					
Accounting & Finance Supervisor (CPA)	Handle all management reports and involve in analysis tasks. Oversee all operations of finance / accounts, month-end closings, financial statement reports.	N/A	N/A	80,000	150,000
Accounting Analyst	Perform duties related to fixed-asset accounting, bank reconciliation, cost allocation, account closing, financial accounting and balance sheet accounts reconciliation. Review and monitor accounting controls to ensure accurate and timely financial records.	25,000	50,000	50,000	100,000
Accounting Assistant	Handle general accounting functions including accounts payable, accounts receivable and general ledger. Responsible for balancing and reconciliations. Specialise in one area of the accounting function and understanding of bookkeeping procedures.	10,000	30,000	30,000	65,000
Accounting Director	Supervise all month-end and year-end accounting procedures and oversee the general accounting function. Ensure that the accounting department is staffed with qualified of meeting the objectives and responsibilities. Ensure that company Accounting & financial reports are prepared in compliance with policies and directives of company.	N/A	N/A	90,000	150,000
Accounting Executive / Officer	Handle cash receipts, expenditures, investments, purchasing, inventory, assets and payroll. Record all transactions. Prepare and submit VAT reports. Assist with assets and inventory control and handle general accounting functions.	15,000	42,000	35,000	80,000
Accounting Manager	Ensure accuracy of accounting standards, all management reports, internal and external reporting. Control and monitor daily transactions. Responsible for all accounting and tax matters.	N/A	N/A	50,000	180,000
Accounts Payable	Perform any combination of routine calculating, posting business transactions, processing invoices, and verifying financial data for use in maintaining accounts payable records. Obtain accurate information and/or data regarding invoice payments.	15,000	40,000	45,000	80,000
Accounts Receivable Accountant	Prepare invoices, receipts and tax invoices. Follow up on customer payment and prepare VAT reports.	15,000	30,000	40,000	70,000
Asset Transaction Specialist	Analyze/verify value of property to sales to investors or buyer. Negotiate to sell facilities. Coordinate with country team to identify workflow and asset shifts. Finalize contract with buyer.	N/A	N/A	40,000	75,000
Assistant Accounting Manager	Manage and control the accounts function and monitor team performance.	10,000	30,000	30,000	70,000
AVP - Accounting and Finance	Prepare Factory Costing. Prepare reports on Cost Accounting, Distribution Sheet of Manufacturing Expense. Manage Month-end closing, General Ledger Book Factory and Trial Balance, Profit and Loss.	N/A	N/A	80,000	200,000



Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Costing Executive	Prepare Factory Costing. Prepare reports on Cost Accounting, Distribution Sheet of Manufacturing Expense. Manage Month-end closing, General Ledger Book Factory and Trial Balance, Profit and Loss.	16,000	30,000	40,000	60,000
Finance & Accounting Manager	Manage financial and accounting functions. Manage and monitor finance and Accounting team. Responsible for the whole company's financial and accounting functions and data processing, including financial management and cost accounting.	N/A	N/A	60,000	200,000
Internal Audit Manager	Audit financial, operational, system and process of the company's business units and outsourced operations. Responsible for planning, executing and completing audit fieldwork according to established schedule. Recommend internal control improvements that may include operational enhancements or efficiencies and prepare audit reports as well as document controls. Be a team player and embrace the company's compliance principles as a key component of audit process.	N/A	N/A	40,000	150,000
Internal Auditor	Conduct audits to verify accuracy of records and compliance with standards, policies and procedures. Compile audit findings and recommendations to modify and improve systems and procedures.	30,000	50,000	60,000	100,000
Junior Accounts	Record day-to-day transactions, prepare payment vouchers, manage and calculate Tax and handle Bank reconciliations. Verify and post transactions to journals, ledgers and other records. Prepare statements, invoices and vouchers. May handle balancing and reconciliations. May specialise in one area of the accounting function.	12,000	30,000	N/A	N/A
Project Accountant	Perform cost control activities, record and check expenditures. Monitor process of payments and prepare data for monthly cash call, withholding tax and income tax submissions.	30,000	40,000	35,000	60,000
Senior Accountant	Responsible for full accounting transaction (A/P, A/R, G/L), balance sheet, financial statement and reporting. Consolidate financial reports to assist management analysis. Ensure all account transactions are accurate and timely. Prepare and produce the financial reports and documents to ensure the accuracy as well as compliance of the reports within defined schedule. Analyse an impact on financial operation due to new business, changes of business or regulations.	18,000	40,000	40,000	80,000
Tax Consultant	Prepare monthly and yearly VAT, Corporate Income Tax, provide Tax advisor to business unit and deal with Revenue Department. Work as a tax professional, dealing with authorities; preparing tax advice report; researching; preparing corporate income tax returns.	25,000	30,000	50,000	100,000
VP - Accounting and Finance	Have a wide range of duties related to oversee and secure a company's finances. Some of these specific tasks include managing the company's debt, overseeing the company's accounting protocols, ensuring that the company's financial portfolio and its employees are following standard, legal accounting rules and acting as a leader within the company's executive framework.	N/A	N/A	100,000	200,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
<b>Admin / Secretarial</b>					
Administrative Assistant	Handle documents and support functions, such as filing and other administration functions. Coordinate with internal departments.	9,000	30,000	40,000	70,000
Administrative Manager	Provide general administrative support to all departments. Handle supplier contract management. Coordinate and maintain company's documents and office properties.	N/A	N/A	40,000	90,000
Administrative Officer / Staff	Responsible for administrative functions and support related sections. Manage document support for related departments.	12,000	25,000	30,000	50,000
Cashier	Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks.	13,000	15,000	N/A	N/A
Clerk	Responsible for providing administrative and clerical services in order to ensure effective and efficient administrative operations. The Administrative Clerk must comply with the Financial Administration Act, Generally Accepted Accounting Principles and settlement policies and procedures.	9,000	20,000	N/A	N/A
Data Entry	Entry the data into the system.	9,000	20,000	N/A	N/A
Executive Secretary / PA	Support top Management and handle confidential matters. Responsible for secretarial tasks, appointment arrangements, travel arrangements and other tasks as assigned. Hands on some interpretation in the meetings and document translation.	15,000	35,000	40,000	70,000
Interpreter	Provide language conversion in a range of business meetings, production lines, training and seminar as assigned. Handle document translation.	15,000	60,000	N/A	N/A
Junior Secretary / Secretary	Responsible for secretarial tasks as assigned, such as scheduling meetings as well as taking minutes of meeting. Handle both personal and business affair arrangement. Provide secretarial and administrative support to department / senior secretary. Handle all secretarial duties include typing, filing and other tasks as assigned. Hands on role in meeting and document translations.	13,000	35,000	45,000	50,000
Messenger / Dispatch / Bill Collector	Responsible for mail delivery and collection. Motorbike license required and run simple errands.	10,000	15,000	N/A	N/A
Office Manager	Provide general administrative support to all departments. Handle supplier contract management and some accounting tasks (tax, invoice and payroll). Coordinate and maintain company's documents and office properties.	N/A	N/A	45,000	70,000
Project Coordinator (General)	Assist the Project Manager and Superintendent, where applicable, in the day to day duties of a project's administration under the guidance and direction of the project.	15,000	40,000	35,000	70,000

Office

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Receptionist	Responsible for greeting and welcoming guests. Handle guest enquiries and complaints, make outgoing calls and answer incoming calls as well as meeting room arrangements and maids and messengers handling.	13,000	25,000	35,000	40,000
Report Analyst	Perform complex data analysis in support of ad-hoc and standing management or customer requests. Sometimes perform data entry, data auditing, creating data reports and monitoring all data for accuracy.	15,000	17,000	25,000	50,000
Senior / Department Secretary	Provide admin support, handle secretarial tasks such as minutetaking, meetings and appointment arrangements, presentation preparation, correspondence, screen calls & mails, travel arrangements and office management for departments.	15,000	40,000	45,000	70,000
Senior Administrator	Responsible in the administrative function and support related sections. Manage document support for related departments. Report directly to the Administrative Manager.	N/A	N/A	25,000	60,000

## Customer Service

Cabin Senior / Cabin Service Director / Purser	Manage and solve the problem in the cabin.	15,000	22,000	25,000	30,000
Call Center	Manage incoming and outgoing calls, provide service and information to customers and handle enquiries and complaints.	10,000	24,000	15,000	30,000
Customer Service (Travel Agent)	Handle passenger queries regarding the flight and travel documents, process the check-in, inspect the travel document and handle lost & found issues.	15,000	20,000	20,000	55,000
Customer Service Coordinator (Ground Staff)	Handle flight preparations (editing & close out), communication to internal & external people, special cases preparation, communication to technical crew and cabin crew, A/C loading, etc.	15,000	22,000	25,000	40,000
Customer Service Executive (Coordinator / Order Administrator)	Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.	10,000	30,000	40,000	55,000
Customer Service Ground Staff Manager	Manage all aspects of the Airline's operations at airports overseas, including customer service, baggage and cargo handling, inflight catering, ground safety regulations, and airport emergency plans.	N/A	N/A	50,000	60,000
Customer Service Manager	Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.	N/A	N/A	40,000	100,000
Flight Attendant	Responsible for inflight safety and services. Ensure 100% compliance of safety procedure. Provide service to passengers by complying with the airline's service procedure.	20,000	25,000	20,000	45,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
In-Flight Manager	Manage and control overall operation during the flight.	N/A	N/A	80,000	100,000
Instructor (Cabin & Service)	Provide service and safety to all training crew.	32,000	42,000	N/A	N/A
Operation Manager	Manage and supervise operations team to achieve the company's objectives. Manage the improvement project or expansion project to increase process capability and efficiency. Coordinate with other functions in any related activities.	N/A	N/A	50,000	70,000

## Design / Decorative / Architect

Art Director	Oversee the entire creative process of organization including, but not limited to, meeting with clients, creating the initial design concepts and approving final drafts. Manage a large or small team of designers and assure the clients' needs are met.	N/A	N/A	60,000	70,000
Graphic Designer	Create various types of art for magazines, newspapers, advertising publications, marketing and promotional materials, signs, web pages, and much more. Most of the art is created through the use of computerized design programs such as Adobe Suite.	20,000	25,000	N/A	N/A

## Finance

Assistant Finance Manager	Perform a variety of tasks under the leadership of an organization's controller or finance director. Prepare and present a company's financial statements in accordance with generally accepted accounting principles (GAAP), company guidelines and industry requirements. Partner with internal or external auditors to ensure that internal policies and guidelines around financial reporting mechanisms are functional and adequate.	N/A	N/A	30,000	60,000
AVP - Accounting and Finance	Utilize strong accounting and finance understanding to develop insights into financial performance of a large, complex and highly profitable multinational company. Work closely with Finance and Actuarial teams to regularly unravel and explain IFRS results. Further work with the rest of the team to partner business units to effectively develop strategies, budgets, business cases and be instrumental in facilitating management and business units in making timely and correct decisions.	N/A	N/A	80,000	200,000
Business Development Manager (Finance)	Identify potential growth and external opportunities of growth to complement current portfolio, M&A activities to identify & acquire new business opportunity.	N/A	N/A	100,000	200,000
Chief Financial Officer	Responsible for financial analysis, business planning and forecasting. Manage and control finance, accounting and administrative department. Ensure accuracy of accounting and financial reports.	N/A	N/A	150,000	260,000
Collection Manager	Create collection programs and manage teams to achieve target.	N/A	N/A	80,000	100,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Credit Analyst	Analyze and create clients portfolio and approve clients' loan.	25,000	30,000	40,000	60,000
Finance & Accounting Manager	Manage financial and accounting functions. Manage and monitor finance and Accounting team. Responsible for the whole company's financial and accounting functions and data processing, including financial management and cost accounting.	N/A	N/A	55,000	150,000
Finance Manager	Set up accounting systems and responsible for financial and accounting matters. Provide timely and accuracy reporting. Institute, review and maintain effective financial management systems and internal controls. Cash flow projection and management, Budgeting and variance analysis, review key expenses, monitor inventory and recommend cost reduction programs.	N/A	N/A	55,000	230,000
Financial Administrator / Officer	Responsible for administrative functions and support related sections. Manage document support for related departments.	18,000	30,000	30,000	60,000
Financial Analyst	Responsible for business plan development. Handle feasibility study for new projects, industry analysis and financial projections. Advise and analyze product pricing and create clients' portfolio and approve client loans.	15,000	40,000	50,000	200,000
Financial Controller	Oversee the finance and accounting, treasury, budgeting, audit, tax, and purchasing. Responsible for cash flow management. Analyze and review financial statements, financial reporting and business trend analysis.	N/A	N/A	150,000	250,000
Leasing Manager	Sell, liaise with staff and other managers, and manage finances and operation of your property. Recruit and retain tenants and fulfill their needs as it relates to the terms of their lease.	N/A	N/A	40,000	50,000
Personal Financial Officer	Responsible for approaching prospect client to handle sales target. Analyze financial information obtained from clients to determine strategies for meeting clients' financial objectives. Answer clients' questions about the purposes and details of financial plans and strategies.	N/A	N/A	40,000	50,000
Risk Management Analyst	Analyses and manage portfolio delinquency and loss rates. Responsible for delivering credit losses within plan.	N/A	N/A	30,000	55,000
Risk Management Manager	Implement organization's risk management program. Develop system, policies & procedure for identification, collection & risk analysis.	N/A	N/A	60,000	100,000
Senior Investment Analyst	Perform detailed analysis of ROI investment data. Monitor key marketing investment accounts. Preparation of planning, forecasting and monthly reporting process.	N/A	N/A	40,000	100,000
Trade Finance Officer / Executive	Responsible for opening letter of Credit and handle for import/export documents.	N/A	N/A	30,000	50,000
Treasury	Monitor the company's bank status both depositions and payments. Prepare payment and cash control.	18,000	20,000	45,000	250,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
VP - Accounting and Finance	Have a wide range of duties related to oversee and secure a company's finances. Some of these specific tasks include managing the company's debt, overseeing the company's accounting protocols, ensuring that the company's financial portfolio and its employees are following standard, legal accounting rules and acting as a leader within the company's executive framework.	N/A	N/A	80,000	200,000

## Government Affair

Government Affair Manager	Manage and supervise team to liaison with government agencies such as the Ministry or Department regarding the documents, issue and any coordinations.	N/A	N/A	60,000	120,000
Regulatory Affairs Manager	Manage and supervise team to be responsible for regulatory affairs regarding product registration including preparing product information and submitting registration documents to government sector.	N/A	N/A	50,000	70,000
Regulatory Affairs Officer	Manage regulatory affairs regarding product registration including preparing product information and submit registration documents to government sector.	N/A	N/A	60,000	120,000

## Human Resource

Assistant Human Resource Manager	Manage, plan and develop HR strategies and HR functions for the expansion and development of the business. Assist HR Manager in managing all HR functions.	20,000	35,000	35,000	65,000
AVP - Human Resource	Provide strategic, consultative Human Resource support and leadership for assigned business unit. Identify and frame human resource issues and solutions to business problems by providing human resource expertise in implementing the strategic business direction and in determining the essential tactical human resources elements.	N/A	N/A	100,000	200,000
HR - Compensation & Benefit	Responsible for job evaluation, job grade, salary survey and payroll.	22,000	40,000	40,000	100,000
HR / Administrative Officer	Responsible for administrative functions and support related sections. Manage document support for related departments.	11,000	30,000	40,000	45,000
HR Generalist / HR Specialist	Oversee Recruitment, Training and other specialty departments.	25,000	40,000	50,000	90,000
HRD Manager (Regional) / Director	Build foundations for corporate culture, Code of Conduct and Business Drivers. Design and develop regional policies and procedures to enforce the same standard practices.	N/A	N/A	80,000	300,000
HRM Manager	Monitor and ensure overall HRM cover HR strategy and planning for staffing plan. Implement effective and suitable HR functions such as recruitment, performance management, compensation & benefit, HR policies and employee relations.	N/A	N/A	55,000	120,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Human Resource Executive / Officer / Staff	Operate one or multiple HRM or HRD functions such as recruitment, training, compensation and benefits, payroll and welfare.	15,000	35,000	40,000	70,000
Human Resource Manager	Develop and implement HR policies and procedures. Responsible for the overall HR function such as recruitment, compensation and benefits and performance evaluation. Provide overall supervision for HR department.	N/A	N/A	50,000	200,000
Human Resources Director	In charge of strategic HR planning and business direction. Plan, develop and evaluate HR functions. Develop appropriate policies and programs for effective management within the organization.	N/A	N/A	120,000	300,000
Payroll Officer	Process employees' salary, calculate time attendant and making appropriate deductions to wages such as pension payments and arrange payment of staff salaries and wages.	20,000	30,000	30,000	50,000
Recruitment Officer	Responsible for the function of the recruitment process which including sourcing, recruiting, selecting and hiring across all levels.	20,000	35,000	30,000	60,000
Senior Human Resource Executive / Officer	Provide hands-on support in all HR functions, including Recruitment & Selection, Compensation & Benefits, and Employee Relations & Communication.	30,000	40,000	35,000	60,000
Senior Human Resources Manager	In charge of all HR functions including recruitment, compensation & benefits, organizational development, employee relations and talent management.	N/A	N/A	75,000	150,000
Trainer	Train employees of a company on the information they need to know in order to get their job done effectively. Work in a professional setting, while helping and motivating others to learn the new skills they need to know.	15,000	40,000	45,000	80,000
Training Executive / Officer	Administer training activities , prepare the training plan & budget, and arrange all training. Coordinate with HR & Campus activities.	20,000	40,000	45,000	80,000
Training Manager	Identify training needs, plan and organize internal and external training programs. Prepare the training plan & budget. Responsible for training activities, for both soft and technical skills.	N/A	N/A	65,000	220,000
VP - Human Resource	Provide leadership and coordination of company Human Resource functions. Develop and implement corporate Human Resource strategy and programs. Oversee compensation programs to ensure regulatory compliance and competitive salary levels. Direct the administration of benefit programs to include: health, retirement, death, disability, and unemployment. Evaluate procedures and technology solutions to improve human resources data management.	N/A	N/A	120,000	250,000



Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
<b>Insurance</b>					
Bancassurance Business Development Manager	Maintain relationship with customers' Senior Management. Fully responsible for business development functions to meet production growth target and increase number of business partners. Identify and secure business opportunities and build strong value.	N/A	N/A	50,000	80,000
Group Insurance Marketing (AVP)	Develop and implement sales and marketing strategies. Monitor and analyze the marketing activities of the marketing team against company's goals. Recommend marketing paikkolity to encourage maximum sales activity.	N/A	N/A	50,000	150,000
Group Insurance Marketing (Supervisor)	Responsible for new business acquisitions and group plan designing. Manage marketing and sale support activities.	N/A	N/A	50,000	100,000
Risk Management Analyst	Analyses and manage portfolio delinquency and loss rates. Responsible for delivering credit losses within plan.	N/A	N/A	65,000	70,000
Underwriting (Assistant Manager)	Consider proper coverage and rate. Analyze statistics in relation to loss ratio and underwriting rate. Responsible for direct supervision of Underwriting staff and assistants, monitoring daily quotas; establishing performance criteria and assigning projects.	20,000	50,000	N/A	N/A
<b>Legal / Compliance</b>					
Company Secretary	Responsible for ensuring that a company complies with standard financial and legal practice and maintains standards of corporate governance. Act as a point of communication between the board of directors and company shareholders, reporting in a timely and accurate manner on company procedures and developments.	N/A	N/A	60,000	100,000
Compliance Manager	Design and implement programs, policies, and practices to ensure that all business units are in compliance with regulatory requirements. Track laws and regulations that might affect the organization's policies. Prepare compliance reports to present to management.	N/A	N/A	65,000	100,000
Lawyer (Attorney)	Advise clients, interpret laws, rules and regulations, analyze probable outcomes based on legal precedents, develop strategies and evaluate findings. Research and gather evidence, have a thorough knowledge of the decisions, ordinances and statutes of the matter under review, prepare and draft documents, legal briefs and opinions. Act as an agent for their client.	30,000	50,000	50,000	200,000
Legal Consultant / Specialist	Responsible for administrative functions and support related sections. Manage document support for related departments.	30,000	50,000	50,000	200,000



Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Legal Manager	Draft and review contracts, agreements, corporate documentation (including notice and minutes of board of directors meeting and shareholders meeting) of the public company and limited company.	N/A	N/A	70,000	200,000
Legal Officer	View, interpret and decipher legal documents. Work within government legal departments, as counsels for corporations, and within profit and non-profit organizations.	20,000	40,000	40,000	55,000
Paralegal	Do some of the grunt work for a lawyer - researching evidence and verifying facts; finding related cases, laws, and legal articles, writing reports, and helping with the final preparations for a hearing.	25,000	30,000	40,000	50,000
Senior Compliance Manager	Ensure all business units comply with company's policy.	N/A	N/A	80,000	120,000

## Marketing / PR

Account Executive	Maintain existing clients and bring in new clients. Build a strong relationship with concerned parties. Manage/execute sales plan to be successful as targeted.	12,000	40,000	40,000	60,000
Assistant Marketing Manager	Assist Marketing Manager. Analyze budget plan, SWOT and monitor Product Management.	20,000	40,000	55,000	75,000
AVP - Sales & Marketing	Demonstrate ability to challenge, develop, and lead staff in pursuit of business plan objectives. Provide strategic input and assist in the development of the annual premium plan, department budget, and department business plan. Hold the Territory Managers accountable to report on marketplace intelligence. Facilitate agency reviews and oversee resulting actions. Create and oversee new business initiatives/programs and hold staff accountable for their success.	N/A	N/A	100,000	300,000
Brand Manager	Hold ownership of the marketing plan for key brand(s). Fully responsible on P&L for brand in Product Development, Advertising, Research, etc.	N/A	N/A	55,000	150,000
Business Development Executive / Officer	Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.	12,000	30,000	35,000	80,000
Business Development Manager / Specialist	Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service/ channel development planning and management.	25,000	40,000	50,000	150,000
CRM Manager	Develop CRM strategy on brand communications and activities that drive results on keeping good relationship with customers. Build and manage the CRM team as determined by the requirements of the CRM program.	N/A	N/A	50,000	100,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
CRM Officer / Executive	Maintain contact with clients to ensure high levels of Client Satisfaction. Provide general information regarding company services offered. Actively follow up on queries and provide feedback to customers in a timely manner. Inform clients of any new products and promotions that the company is offering. Demonstrate ability to interact and cooperate with all company employees. Build trust, value others and communicate effectively.	28,000	30,000	N/A	N/A
Customer Service Manager	Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.	N/A	N/A	45,000	100,000
Digital Content Editor / Content Creator / Social Media Content Editor	Experienced copy editor or production editor within an online environment. Write copy and generate original ideas for content for email newsletters, websites, and social media sites. Solid understanding of IT technologies and some knowledge of Content Management Systems (CMS). Previous experience using HTML and Photoshop and some knowledge of basic web development.	15,000	25,000	25,000	45,000
Digital Marketing Analyst	Conduct online marketing efforts and create articles and contents for clients. Develop and improve digital marketing for company. Maintain online presence including websites and landing pages.	20,000	35,000	35,000	55,000
Digital Marketing Manager	Conduct online marketing efforts and create articles and contents for clients. Manage the online marketing team.	N/A	N/A	40,000	80,000
Event Manager	Set, communicate and maintain timelines and priorities on every project. Communicate, maintain and develop client relationships. Manage supplier relationships. Manage operational and administrative functions to ensure specific projects are delivered efficiently. Provide leadership, motivation, direction and support to your team. Travel to on site inspections and project managing events. Control all project budgets from start to finish. Ensure excellent customer service and quality delivery.	20,000	50,000	45,000	65,000
Key Account Executive	Responsible for coordinating and providing direction for customer service initiatives and working with operations and customers to deliver consistent and high level of customer service. Maintain and maximize growth potential of existing key customers and respond to customer needs, enquires and address their concerns.	N/A	N/A	40,000	50,000
Management Trainee	Be empowered in regional cross-functional Project Management roles-work in a dynamic environment with high performance teams flawlessly executing high-impact game-changing projects.	20,000	25,000	N/A	N/A
Marketing Administrator	Responsible for administrative functions and support related sections. Manage document support for related departments.	15,000	30,000	35,000	45,000
Marketing Coordinator /Assistant	Assist, support and provide back up to Marketing Manager in terms of marketing, media and CRM and events, production and PR activities.	14,000	30,000	30,000	50,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Marketing Director	Manage overall marketing functions including strategic planning, corporate communications and business development. Develop, analyze, implement and measure strategic marketing plan, market potential and profitability. Create brand equity and ensure effective brand positioning, brand awareness, and product launching. Engage with product teams on the launch and lifecycle management of products including development of key deliverables. Work closely with top management.	N/A	N/A	80,000	250,000
Marketing Executive /Officer	Create and execute marketing strategy. Conduct market survey and assist in updating information. Assist in creating marketing materials, coordinate among the specialist trainer and schedule for seminars. Develop brand awareness and communication. Support Technical and Sale Executive Team for seminars and PR events. Participate to the marketing budget plan.	15,000	40,000	40,000	80,000
Marketing Manager	Manage and initiate marketing strategies of products or services. Responsible for press relations, develop marketing campaigns and deliver meaningful messages and visions of the company to consumers.	N/A	N/A	65,000	200,000
Marketing Researcher /Analyst	Conduct market research using both qualitative and quantitative approaches. Responsible for analyzing market trends.	14,000	40,000	50,000	75,000
Media Planner	Create plans for advertising. Choose the most suitable media in placing advertisements for their clients. Buy media space and time and then sell advertising to individual companies or advertising agencies. Observe and comprehend market trends to gain insight to what motivates target customers. Gear toward maintaining the latest trends for existing and potential customers.	N/A	N/A	50,000	60,000
Newspaper journalist	Research and write stories for national, regional and local press. Report on news, politics, sports, arts and culture, science and business. Cover national and local events, entertainment and human interest stories. Interview people in a range of different circumstances. Attend press conferences and asking questions. Produce concise and accurate copy according to the newspaper's house style, and strict deadlines. Able to 'live' online reporting or real-time blogging when covering important events.	N/A	N/A	30,000	40,000
Product Executive / Manager (Technical Sales & Marketing)	Responsible for planning, strategic marketing, implementation of activities and budget allocation for products.	25,000	30,000	45,000	70,000
Product Manager	Responsible for the product planning and execution throughout the product lifecycle, including: gathering and prioritizing product and customer requirements, defining the product vision, and working closely with engineering, sales, marketing and support to ensure revenue and customer satisfaction goals are met.	N/A	N/A	40,000	100,000
Project Manager	Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.	N/A	N/A	45,000	55,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Public Relations / Corporate Communications Executive	Execute communication activities, assist the Public Relations/ Corporate Communications Manager in implementing general PR / communication activities include PR events.	20,000	35,000	40,000	80,000
Public Relations / Corporate Communications Manager	Oversee marketing communications activities such as advertising, promotion for brand and company's image through various sources of media to align with business direction and brand's marketing strategies. Coordinate with PR events and activities.	N/A	N/A	30,000	200,000
Relationship Manager	Expand business with prospects and existing clients and prepare credit proposals. Develop and execute marketing plans.	N/A	N/A	70,000	100,000
Research & Development Manager	Manage and supervise team to research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.	N/A	N/A	60,000	120,000
Research & Development Officer	Research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.	20,000	50,000	N/A	N/A
Senior Marketing Officer	Control and manage the team. Responsible for marketing activities that benefit the company & its brands.	N/A	N/A	35,000	50,000
Trade Marketing Executive	Assist on all trade events, launches and business briefings. Work closely with the commercial teams at all levels to understand the needs of the sales teams, and ensure they are equipped with the strongest information. Work with the internal design team to produce creatives required for trade marketing. Collate and maintain an accurate contact list. Measure the success of trade activity and make recommendations for future activity.	28,000	45,000	40,000	65,000
Trade Marketing Manager	Responsible for developing and implementation of channel plans, category management, promotional planning, execution & evaluation. Develop launch activities and trade presentation.	N/A	N/A	70,000	150,000
VP - Sales & Marketing	Develop and coordinate sales selling cycle and methodology. Direct and oversee the company marketing function to identify and develop new customers for products and services. Research and develop strategies and plans which identify marketing opportunities, direct marketing, and new project development. Analyze and evaluate the effectiveness of sales, methods, costs, and results. Supervise the planning and development of company marketing and communications materials.	N/A	N/A	150,000	180,000

## Medical & Science

Medical Product Specialist / Expert	Responsible for providing effective clinical support, consultation and training to decision makers, nursing staff, patients. Seek new account opportunities while maintaining existing client relationships and provide technical support.	25,000	35,000	40,000	80,000
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Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Medical Sales Representative	Maintain and service existing customers and assist in developing new business opportunities. Gain market share by promoting, selling and servicing. Expand the customer base.	18,000	25,000	N/A	N/A
Product Manager	Responsible for the product planning and execution throughout the product lifecycle, including: gathering and prioritizing product and customer requirements, defining the product vision, and working closely with engineering, sales, marketing and support to ensure revenue and customer satisfaction goals are met.	N/A	N/A	50,000	55,000
Research & Development Specialist	Bring about changes in the world, researchers are needed. Conduct all sorts of research in order to advance the body of knowledge found within a given field, create technological advancements, aid businesses in increasing their profits and accomplish numerous other goals.	40,000	60,000	N/A	N/A

### Purchasing / Procurement / Expenditure / Buyer / Merchandiser

Assistant Purchasing Manager	Provide technical support to the purchasing process and assign department staff with specific responsibility for processing bid and purchasing documents and materials. Respond to related inquiries and maintain vendor/source information and inventories.	N/A	N/A	30,000	70,000
Merchandiser	Formulate the policies for the areas in which they are responsible. Forecast sales for the forthcoming budget period and estimate consumer demand and the impact of changes in the retail environment. Guide and train buyers as and when the need arises. Inspire commitment and performance in the part of the buyers is necessary. Assess the merchandise performance and the buyer's performance.	18,000	40,000	35,000	80,000
Planning Executive/ Officer	Support management in strategic planning activities, strategy development, major decision-making, business reviews and operational reporting.	25,000	30,000	N/A	N/A
Procurement Officer	Monitor contractor performance and recommend contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Responsible for all of the goods and services that are purchased by a company. Source vendors, negotiate contracts and ensure prompt delivery.	20,000	40,000	50,000	70,000
Project Manager	Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.	N/A	N/A	50,000	60,000
Purchasing / Buyer / Procurement Engineer	Source and establish suppliers which are competitive in price, quality, service and consistency. Operate material purchasing to comply with production processes.	20,000	50,000	N/A	N/A

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Purchasing Executive	Monitor contractor's performance and recommend contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Responsible for all of the goods and services that are purchased by a company. Source vendors, negotiate contracts, and ensures prompt delivery.	25,000	35,000	30,000	50,000
Purchasing Manager (MNC)	Conduct and manage the operations of the company one or several division's procurement activities in a relatively large organization.	N/A	N/A	80,000	100,000
Purchasing Manager / Plant Buyer	Conduct and manage the operations of procurement activities. Select and establish suppliers for the supply of resources required by Production at the lowest overall cost. Continuously monitor and set objectives to improve the performance and cost effectiveness.	N/A	N/A	60,000	80,000
Purchasing Officer	Prepare purchase orders and liaise between suppliers and related departments. Perform buying duties when necessary. Review requisition orders in order to verify accuracy, terminology, and specifications. Prepare, maintain, and review purchasing files, reports and price lists. Handle other related tasks or clerical duties as assigned.	12,000	30,000	35,000	55,000
Senior Buyer	Ensure procurement material requirements. Purchasing productivity planning. Suppliers analysis and service improvements.	N/A	N/A	60,000	80,000
Senior Procurement Officer	Conduct and manage the operations of procurement activities. Select and establish suppliers for the supply of resources required by Production at the lowest overall cost. Continuously monitor and set objectives to improve the performance and cost effectively.	N/A	N/A	80,000	90,000

## Sales

Account Director	Assume responsibility for the growth, management, retention, and satisfaction of a portfolio of key accounts. Demonstrate marketing ability to lead clients strategically and tactically. Provide engagement leadership and develop strong relationships with key client contacts. Motivate, lead, and manage internal teams to develop and manage interactive marketing programs that meet clients' business objectives.	20,000	40,000	60,000	70,000
Account Executive	Maintain existing clients and bring in new clients. Build a strong relationship with concerned parties. Manage/execute sales plan to be successful as targeted.	12,000	40,000	40,000	60,000
Account Manager	In charge of specific accounts/group accounts related to each sales team & business functions.	25,000	50,000	60,000	120,000
Assistant Account Manager	Manage and control the accounts functions and monitor team performance.	12,000	40,000	40,000	60,000
Assistant Sales Manager	Develop/implement sales strategies and close supervision of team to achieve sales targets. Monitor target in terms of annual sales figures & support by motivate & boost up sales team member.	20,000	50,000	55,000	80,000
Branch Manager	Monitor branch operations and staff performance. Manage branch targets.	N/A	N/A	60,000	200,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Business Development Executive / Officer	Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.	12,000	30,000	35,000	80,000
Business Development Manager / Specialist	Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service/ channel development planning and management.	25,000	40,000	50,000	150,000
Customer Service Executive (Coordinator / Order Administrator)	Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.	15,000	28,000	30,000	45,000
Key Account Executive	Responsible for coordinating and providing direction for customer service initiatives and working with operations and customers to deliver consistent and high level of customer service. Maintain and maximize growth potential of existing key customers and respond to customer needs, enquires and address their concerns.	15,000	25,000	40,000	60,000
Key Account Manager	Responsible for sales target of products. Develop account plans, trade terms and promotional activities.	N/A	N/A	50,000	150,000
National Sales Manager	Responsible for the national sales target of the company. Operate and monitor sales team (country level). Set up all strategy and directions for business development plans.	N/A	N/A	120,000	180,000
Operation Director	Set and deploy policy/strategy for operations. Manage and supervise overall operations to achieve the company's objectives. Coordinate with other functions in any related areas.	N/A	N/A	150,000	250,000
Operation Executive	Manage and maintain the filing system strictly according to guidelines from the Company. Liaise with Assistant Manager - Operations for all indenting, and to follow up for timely delivery. Ensure consistent complaint reporting through active communication with field and updation. Assist the branch manager in coordinating activity between sales and technical personnel.	35,000	40,000	50,000	65,000
Operation Manager	Manage and supervise operations team to achieve the company's objectives. Manage the improvement project or expansion project to increase process capability and efficiency. Coordinate with other functions in any related activities.	N/A	N/A	40,000	120,000
Pre-Sales Consultant	Assist the sales team by providing technical support and demonstrating products in order to deliver the best solutions to clients.	10,000	50,000	N/A	N/A
Product Manager	Responsible for the product planning and execution throughout the product lifecycle, including: gathering and prioritizing product and customer requirements, defining the product vision, and working closely with engineering, sales, marketing and support to ensure revenue and customer satisfaction goals are met.	N/A	N/A	50,000	100,000



Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Regional Sales Manager	Contribute regional sales information and recommendations to strategic plans and reviews, prepare and complete action plans; implement production, productivity, quality, and customer-service standards, resolve problems, complete audits, identify trends, determine regional sales system improvements and implement change.	N/A	N/A	150,000	200,000
Sales & Marketing Director	Manage overall sales & marketing functions including strategic sales planning, corporate communications and business development. Work closely with the management team.	N/A	N/A	70,000	200,000
Sales & Marketing Executive	Manage their organization's sales and marketing activities. Plan, coordinate and implement marketing programs to identify and acquire new customers. Make sure that sales and marketing objectives align with overall company goals. Work with major customer accounts and oversee the creation of sales collateral. Build and maintain relationships with outside vendors, partners and distributors.	10,000	35,000	40,000	80,000
Sales & Marketing Manager	Train and supervise sales staff as well as establish territories and goals for sales teams. Review the market, help them to determine customer needs, sales volume potential and pricing schedules that will help meet company goals.	40,000	60,000	50,000	250,000
Sales Administrative Assistant	Provide administrative support to the sales department and coordinate with clients and other related departments.	15,000	30,000	30,000	50,000
Sales Administrator/ Sales Support	Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.	13,000	35,000	30,000	55,000
Sales Coordinator (General)	Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.	12,000	30,000	30,000	45,000
Sales Coordinator (Technical)	Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.	40,000	70,000	N/A	N/A
Sales Director	Manage overall sales channels and ensure the achievement of the defined sales targets and revenue. Analyze sales strategy and conduct marketing opportunity analysis to determine business growth.	N/A	N/A	80,000	200,000
Sales Engineer	Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.	15,000	25,000	N/A	N/A
Sales Executive / Officer	Initiate and establish new accounts and maintain good relationships with existing customers with high level of customer satisfaction. Provide support for all sales processes. Coordinate and follow up with relevant parties to ensure that sales objectives and targets are achieved.	10,000	35,000	40,000	70,000



Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Sales IT	Involve in supporting pre-sales activities by giving detailed information about technical specifications and the ways in which they could meet customer needs including demonstrate product's features before selling. Technical support, which follows the sale, may include problems solving or maximizing the use of software features, as well as advising on appropriate user training.	15,000	35,000	35,000	55,000
Sales Manager	Achieve sales over target. Responsible for product selling. Implement field force strategic planner, targets and schemes for incentive setting and Business environment training. Align with marketing team to implement the marketing program.	N/A	N/A	50,000	170,000
Sales Manager (IT)	Achieve sales over target. Responsible for sales of products, implement field force strategic planner and Business environment training. Align with marketing to implement marketing programs.	N/A	N/A	50,000	100,000
Sales Operation Executive	Oversee and supervise the functioning of all the departments and lead and supervise sales projects. Evaluate the company's revenue-model and strategize new plans to improve sales. Be in sync with the market movements and emerging trends and devise company plans accordingly. Timely review company data, reports and other key developments.	9,000	20,000	N/A	N/A
Sales Operations Manager	Provide sales operation consulting to team. Create channel service strategy. Develop / collect / analyze sales through data and metrics. Develop systems to audit selling procedure.	N/A	N/A	100,000	150,000
Senior Sales Executive	Explore, identify and develop business opportunities. Build up market strategies to achieve corporate goals and objectives. Coordinate business information including needs analysis, product information and technical specifications with the retail business partners. Develop and implement sales strategies and plans. Build and maintain good relationships with business partners. Need to travel occasionally.	15,000	20,000	35,000	90,000
Store / Shop Manager	Handle sales matters. Recruit staff. Keep the store in line with Health and Safety regulations. Manage the shops security policies. Propose and implement promotions and specials. Develop marketing strategies and do merchandising. Maintain the budgets and expenditure. Keep abreast of stocks and merchandise levels.	N/A	N/A	35,000	62,000
Store / Shop Staff	Assist customers in an enthusiastic and courteous manner. Advise and assist customers with their choices of product for themselves and for gifts. Accurately complete sales using POS system according to established procedures. Stock and clean the department for the best sales appearance and ease of use for the customer. Assist with merchandising efforts, displays, and floor moves as needed. Assist with community/marketing events. Maintain a clean and safe workplace.	25,000	35,000	N/A	N/A
Telesales / Telemarketers	Present product information to clients. Contact / approach customers and be able to close deals.	11,000	35,000	35,000	50,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
<b>Supply Chain / Logistics</b>					
Customer Service Executive (Coordinator /Order Administrator)	Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.	30,000	40,000	45,000	60,000
Export Manager	Organize the import-export operational structure and ensure a consistently high standard of performance from import & export employees. Ensure good teamwork and effective communications.	N/A	N/A	30,000	120,000
Export Officer	Prepare B/L, AWB, PI, PL. Coordinate with customers for shipments.	15,000	25,000	N/A	N/A
Import & Export Manager	Make arrangements for import and export of goods and oversee the delivery of goods are part of the responsibilities of an import/ export manager. Be intermediaries for organizations and individuals importing from or exporting to various geographical locations. Ensure that goods are safely and efficiently transported, make sure that cost-effective measures are taken into account. Organize the best means of transport, be it by air, road, rail or ship.	N/A	N/A	50,000	60,000
Import & Export Officer / Coordinator	Responsible for import & export procedures and coordinate between internal production, shipping agents and customers for documents & delivery.	15,000	30,000	30,000	50,000
Import Officer	Responsible for documentation that coincides with shipments and importation. Also, responsible for maximizing space capacity and coordinating schedules with the warehouse. Interact with customers, manage their personal staff and coordinate with other teams. Manage the traffic department and traffic coordinators. Spot export compliance risks and come up with risk assessment measures.	18,000	30,000	N/A	N/A
Logistic / Supply Chain & Warehouse Manager (Manufacturing)	Manage and control inventory to ensure production continuity and materials not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all documents relating to the warehouse stock system.	25,000	40,000	45,000	100,000
Logistic Manager	Control and manage team in the Logistics Department.	N/A	N/A	50,000	130,000
Logistic Officer	Contact with Customs.	15,000	35,000	45,000	50,000
Logistic Supervisor	Supervise subordinates and handle the logistics process.	20,000	35,000	40,000	70,000
Production Planner	Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.	30,000	35,000	80,000	112,000
Senior Import-Export Officer	Control all Export & Import Documents. Support Logistics Information and Customs Formalities. Coordinate with Oversea Customer and Supplier for Export & Import Regulations. Direct Import-Export Staff.	20,000	25,000	40,000	60,000

Office

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Senior Supply Chain Manager	Manage supply chain and logistics operations to serve factory requirements in order to achieve lowest operating cost and highest efficiency.	N/A	N/A	150,000	250,000
Supply Chain Engineer	Check stock and issue purchase order to suppliers. Follow up shipment and plan for shipment schedules. Issue invoice for the customer and handle stock control.	20,000	30,000	N/A	N/A
Supply Chain Manager	Manage flow of finished goods for the whole Commercial Unit to optimize inventory for Commercial and distribution centers. Establish monthly forecasts in order to define quantities to be purchased.	N/A	N/A	50,000	150,000
Supply Chain Officer / Executive	Work closely with supply chain personnel to ensure timely arrival of goods to local and overseas customers. Handle import and export documentations. Follow up with customers, sales person and other service provider to ensure timely collection of payments and on time delivery. Manage inventory level and warehousing space. Generate weekly and monthly reports to management.	10,000	25,000	35,000	50,000
Warehouse Manager	Manage and control inventory to ensure production continuity and material not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all document relating to warehouse stock system.	N/A	N/A	40,000	200,000

## Top Management

Chief Executive Officer	Responsible for overall operations, profile&loss, marketing, strategy, financing, creation of company culture, human resources, hiring, firing, compliance with safety regulations, sales, PR and etc.	N/A	N/A	200,000	300,000
Chief Financial Officer	Responsible for financial analysis, business planning and forecasting. Manage and control finance, accounting and administrative department. Ensure accuracy of accounting and financial reports.	N/A	N/A	150,000	260,000
Chief Operating Officer	Responsible for the company's day-to-day operating activities, including revenue and sales growth; expense, cost and margin control; and monthly, quarterly and annual financial goal management.	N/A	N/A	85,000	400,000
Country Manager	Ensure office's operations align with the organization's mission, strategic objectives and policies. Manage staff, oversee projects and sales, ensure the organization follows local laws and regulations. Liaise with management at the main office and provide reports on activities. Ensure proper financial controls are in place and represent the organization at meetings.	N/A	N/A	190,000	300,000
Director / General Manager	Responsible for general management for new company investments in Thailand. Oversee and handle all administrative and account duties besides the sales management. Identify business opportunities which are in line with corporate objectives. Develop and implement marketing plan.	N/A	N/A	70,000	400,000
Managing Director	Set the culture and develop strategy and direction for the company. Lead the executive/senior management of the company (including firing and hiring) and manage Financial and Physical resources.	N/A	N/A	200,000	250,000

## 2.2 Industrial Positions

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
<b>Accounting</b>					
Accounting & Finance Supervisor (CPA)	Handle all management reports and involve in analysis tasks. Oversee all operations of finance / accounts, month-end closings, financial statement reports.	N/A	N/A	45,000	150,000
Accounting Analyst	Perform duties related to fixed-asset accounting, bank reconciliation, cost allocation, account closing, financial accounting and balance sheet accounts reconciliation. Review and monitor accounting controls to ensure accurate and timely financial records.	N/A	N/A	30,000	60,000
Accounting Assistant	Handle general accounting functions including accounts payable, accounts receivable and general ledger. Responsible for balancing and reconciliations. Specialise in one area of the accounting function and understanding of bookkeeping procedures.	20,000	25,000	25,000	40,000
Accounting Executive / Officer	Handle cash receipts, expenditures, investments, purchasing, inventory, assets and payroll. Record all transactions. Prepare and submit VAT reports. Assist with assets and inventory control and handle general accounting functions.	15,000	20,000	20,000	30,000
Accounting Manager	Ensure accuracy of accounting standards, all management reports, internal and external reporting. Control and monitor daily transactions. Responsible for all accounting and tax matters.	N/A	N/A	45,000	150,000
Accounts Payable	Perform any combination of routine calculating, posting business transactions, processing invoices, and verifying financial data for use in maintaining accounts payable records. Obtain accurate information and/or data regarding invoice payments.	18,000	35,000	35,000	60,000
Accounts Receivable Accountant	Prepare invoices, receipts and tax invoices. Follow up on customer payment and prepare VAT reports.	15,000	35,000	35,000	60,000
Administrative Manager	Provide general administrative support to all departments. Handle supplier contract management. Coordinate and maintain company's documents and office properties.	N/A	N/A	45,000	65,000
Assistant Accounting Manager	Manage and control the accounts function and monitor team performance.	N/A	N/A	40,000	70,000
AVP - Accounting and Finance	Utilize strong accounting and finance understanding to develop insights into financial performance of a large, complex and highly profitable multinational company. Work closely with Finance and Actuarial teams to regularly unravel and explain IFRS results. Further work with the rest of the team to partner business units to effectively develop strategies, budgets, business cases and be instrumental in facilitating management and business units in making timely and correct decisions.	N/A	N/A	60,000	120,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Costing Executive	Prepare Factory Costing. Prepare reports on Cost Accounting, Distribution Sheet of Manufacturing Expense. Manage Month-end closing, General Ledger Book Factory and Trial Balance, Profit and Loss.	15,000	25,000	30,000	60,000
Finance & Accounting Manager	Manage financial and accounting functions. Manage and monitor finance and Accounting team. Responsible for the whole company's financial and accounting functions and data processing, including financial management and cost accounting.	N/A	N/A	45,000	150,000
Internal Audit Manager	Audit financial, operational, system and process of the company's business units and outsourced operations. Responsible for planning, executing and completing audit fieldwork according to established schedule. Recommend internal control improvements that may include operational enhancements or efficiencies and prepare audit reports as well as document controls. Be a team player and embrace the company's compliance principles as a key component of audit process.	N/A	N/A	60,000	80,000
Internal Auditor	Conduct audits to verify accuracy of records and compliance with standards, policies and procedures. Compile audit findings and recommendations to modify and improve systems and procedures.	25,000	30,000	30,000	70,000
Junior Accounts	Record day-to-day transactions, prepare payment vouchers, manage and calculate Tax and handle Bank reconciliations. Verify and post transactions to journals, ledgers and other records. Prepare statements, invoices and vouchers. May handle balancing and reconciliations. May specialise in one area of the accounting function.	12,000	30,000	N/A	N/A
Senior Accountant	Responsible for full accounting transaction (A/P, A/R, G/L), balance sheet, financial statement and reporting. Consolidate financial reports to assist management analysis. Ensure all account transactions are accurate and timely. Prepare and produce the financial reports and documents to ensure the accuracy as well as compliance of the reports within defined schedule. Analyse an impact on financial operation due to new business, changes of business or regulations.	N/A	N/A	20,000	60,000

## Admin / Secretarial

Administrative Assistant	Handle documents and support functions, such as filing and other administration functions. Coordinate with internal departments.	20,000	25,000	25,000	40,000
Administrative Director	Responsible for overall Administrative, HR, IT and Purchasing areas. Management functions to take care of other departments. Create new activities for Employee Relation in HR department.	N/A	N/A	80,000	150,000
Administrative Manager	Provide general administrative support to all departments. Handle supplier contract management. Coordinate and maintain company's documents and office properties.	N/A	N/A	30,000	60,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Administrative Officer / Staff	Responsible for administrative functions and support related sections. Manage document support for related departments.	13,000	20,000	20,000	30,000
Data Entry	Entry the data into the system.	11,000	18,000	N/A	N/A
Executive Driver	Transport executive around the city as required. Duties involve driving, car maintenance & associated duties.	9,000	14,000	N/A	N/A
Executive Secretary / PA	Support top Management and handle confidential matters. Responsible for secretarial tasks, appointment arrangements, travel arrangements and other tasks as assigned. Hands on some interpretation in the meetings and document translation.	20,000	50,000	50,000	70,000
Interpreter	Provide language conversion in a range of business meetings, production lines, training and seminar as assigned. Handle document translation.	18,000	40,000	N/A	N/A
Junior Secretary / Secretary	Responsible for secretarial tasks as assigned, such as scheduling meetings as well as taking minutes of meeting. Handle both personal and business affair arrangement. Provide secretarial and administrative support to department / senior secretary. Handle all secretarial duties include typing, filing and other tasks as assigned. Hands on role in meeting and document translations.	25,000	30,000	30,000	60,000
Office Manager	Provide general administrative support to all departments. Handle supplier contract management and some accounting tasks (tax, invoice and payroll). Coordinate and maintain company's documents and office properties.	N/A	N/A	35,000	60,000
Project Coordinator (General)	Assist the Project Manager and Superintendent, where applicable, in the day to day duties of a project's administration under the guidance and direction of the project.	17,000	23,000	N/A	N/A
Receptionist	Responsible for greeting and welcoming guests. Handle guest enquiries and complaints, make outgoing calls and answer incoming calls as well as meeting room arrangements and maids and messengers handling.	10,000	30,000	N/A	N/A
Sales Administrator/ Sales Support	Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.	15,000	18,000	20,000	25,000
Senior / Department Secretary	Provide admin support, handle secretarial tasks such as minute taking, meetings and appointment arrangements, presentation preparation, correspondence, screen calls & mails, travel arrangements and office management for departments.	35,000	50,000	40,000	60,000

## Customer Service

Call Center	Manage incoming and outgoing calls, provide service and information to customers and handle enquiries and complaints.	8,000	15,000	N/A	N/A
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Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Customer Service (Travel Agent)	Handle passenger queries regarding the flight and travel documents, process the check-in, inspect the travel document and handle lost & found issues.	30,000	40,000	N/A	N/A
Customer Service Executive (Coordinator / Order Administrator)	Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.	13,000	20,000	20,000	55,000
Customer Service Manager	Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.	N/A	N/A	35,000	90,000

## Design / Decorative / Architect

Architect / Interior	Design Architectural structure, landscape and interior as well as perform project management and coordination.	15,000	25,000	30,000	55,000
Graphic Designer	Create various types of art for magazines, newspapers, advertising publications, marketing and promotional materials, signs, web pages, and much more. Most of the art is created through the use of computerized design programs such as Adobe Suite.	20,000	30,000	N/A	N/A

## Engineering

Application Engineer	Support sales and marketing staff with technical information in terms of preparing necessary documents, proposals, product specifications, drawings as well as providing technical information to internal staff and customers.	20,000	30,000	N/A	N/A
Building Facility Engineer	Responsible for the facility management and functionality, systems operation and safe management of buildings and/or business campus environments. Providing valuable insight at the construction phase and management through operation.	N/A	N/A	60,000	70,000
Business Development Manager / Specialist (Technical)	Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service development planning and management.	N/A	N/A	60,000	150,000
Construction Engineer	Possess extensive experience in project management, design and construction management of building construction and civil work.	25,000	50,000	50,000	100,000
Construction Manager	Responsible for overall Construction project work. Take care of construction's costs, quality and timeline.	N/A	N/A	60,000	100,000
Design Engineer	In charge of product design and engineering specifications of customers and suppliers as well as contact for all engineering issues including new product design.	15,000	40,000	40,000	60,000
Director / General Manager (Technical)	Overall management in terms of company's business growth, sales management, operations and all support functions.	N/A	N/A	100,000	150,000



Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Draftsman	In charge of computer drawings follow up construction, products design of 2 & 3 Dimensions.	12,000	25,000	25,000	35,000
Electrical Engineer	Plan the preventive maintenance plan for electrical machinery and equipment. Monitor the electrical power supply system. Analyze and solve the problem of machine breakdowns.	20,000	25,000	25,000	37,000
Engineer	Initiate and modify process flow to maximize process capability. Solve a quality related problems as well as maintain a quality system toward quality policy and organizational objectives.	9,000	50,000	50,000	90,000
Engineer (Mechanical / Chemical / QA / AC)	Initiate and modify process flow to maximize process capability. Solve quality related challenges as well as maintain quality systems and organizational objectives.	15,000	25,000	25,000	100,000
Engineering / IE / Process Improvement Manager	Manage, control and supervise team to achieve company goals. Modify, create and improve production capabilities. Organize, analyze and perform professional engineering work in the line.	20,000	40,000	40,000	100,000
Engineering Manager	Manage, control and supervise team to achieve company goals. Modify, create and improve production capabilities. Organize, analyze and perform professional engineering work in the line.	N/A	N/A	50,000	100,000
Environmental Engineer	Prepare the environmental risk assessment. Control and monitor water treatment systems and other related areas. Be a coordinator or auditor in Environmental Management System.	N/A	N/A	20,000	45,000
Factory Manager	Manage, monitor and supervise the production team to achieve company goals. Coordinate with other departments to support the production line.	N/A	N/A	40,000	100,000
Logistic Engineer / Supervisor	Operate Logistics, Supply Chain and Warehouse systems to effectively support manufacturing process.	25,000	30,000	30,000	50,000
Maintenance Chief / Manager	Manage installation and maintenance of machines and facility systems. Supervise engineers and technicians for all aspect of the job. Plan and implement Preventive Maintenance in operations.	20,000	25,000	30,000	60,000
Maintenance Engineer	Support and maintain the factory utility, facility systems and machines, also run the Plant Manager plan activity.	20,000	30,000	30,000	60,000
Mechanical Engineer	Plan the preventive maintenance plan for machines and equipment. Monitor the electrical power supply system. Analyze and solve machine breakdown problems.	25,000	30,000	30,000	80,000
Operation Director	Set and deploy policy/strategy for operations. Manage and supervise overall operations to achieve the company's objectives. Coordinate with other functions in any related areas.	N/A	N/A	80,000	200,000
Operation Manager	Manage and supervise operations team to achieve the company's objectives. Manage the improvement project or expansion project to increase process capability and efficiency. Coordinate with other functions in any related activities.	N/A	N/A	40,000	70,000



Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Plant Manager	Responsible for all aspects in manufacturing including production, safety, quality, cost management, supply chain, and customer service.	N/A	N/A	60,000	200,000
Process Engineer	Provide technical support to operations, develop & design process and review assigned units' operating conditions and data with recommendations resulting in maximizing their operating efficiency.	15,000	20,000	20,000	70,000
Process Improvement Engineer	Analyze the processes of the company in order to determine how these processes can be done more cheaply, efficiently and effectively.	20,000	30,000	N/A	N/A
Product Executive / Manager (Technical Sales & Marketing)	Responsible for planning, strategic marketing, implementation of activities and budget allocation for products.	N/A	N/A	30,000	60,000
Production Engineer	Plan and control overall production process to ensure meeting customer's standards i.e. quality, cost and delivery.	15,000	30,000	30,000	65,000
Production Manager	Plan and monitor daily production volumes based on cycle times and availability as well as control product and process to ensure customer needs are met.	N/A	N/A	30,000	95,000
Production Planner	Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.	N/A	N/A	20,000	80,000
Project Coordinator (Technical)	Responsible for coordinating activities and resources in support of technical projects that impact multiple departments, systems, or work-flows with moderate to high risk and complexity or multiple projects simultaneously with lesser risk and complexity.	15,000	15,500	N/A	N/A
Project Engineer	Responsible for overall project management. Take care of projects' costs, quality and schedule.	N/A	N/A	30,000	50,000
Project Engineer - Manufacturing	Plan, direct and coordinate the manufacturing process within an organization. Find the most cost-effective ways to make products and determine the root causes of failures in a product.	N/A	N/A	50,000	60,000
Project Manager	Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.	N/A	N/A	100,000	120,000
QA / QC Engineer	Solve quality related problems and maintain quality system toward quality policy and organization's objective.	15,000	24,000	24,000	90,000
Quality Manager	Manage, implement and maintain quality factory systems.	N/A	N/A	40,000	100,000
Research & Development Manager	Manage and supervise team to research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.	N/A	N/A	90,000	120,000
Safety Engineer / Officer	Control working environment and take care for safety activities. Provide permission on working methodology to other departments.	15,000	27,000	25,000	40,000
Sales Engineer	Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.	30,000	40,000	40,000	80,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Sales Executive / Officer (Technical)	Sell technical products and services for a company in order to boost profitability and increase market share. Support the understanding of products in the industry.	20,000	35,000	40,000	60,000
Service Engineer / Technical Support	Install, troubleshoot, and maintain products/equipment. Train employees, identify, analyze, and repair product failures, order and replace parts as needed. Determine and recommend which products or services best fit the customers needs.	9,000	25,000	25,000	70,000
Technical Consultant	Understand technical aspects of all products and solutions of company. Design, deploy and on-going administration and troubleshooting of systems.	10,000	12,000	N/A	N/A
Technical Service Manager	Manage installation, setting up, testing and commissioning of products. Manage Preventive Maintenance and Calibration. Provide solutions to customers where appropriate.	N/A	N/A	40,000	60,000

## Finance

Finance & Accounting Manager	Manage financial and accounting functions. Manage and monitor finance and Accounting team. Responsible for the whole company's financial and accounting functions and data processing, including financial management and cost accounting.	N/A	N/A	45,000	150,000
Finance Manager	Set up accounting systems and responsible for financial and accounting matters. Provide timely and accuracy reporting. Institute, review and maintain effective financial management systems and internal controls. Cash flow projection and management, Budgeting and variance analysis, review key expenses, monitor inventory and recommend cost reduction programs.	N/A	N/A	45,000	150,000
Financial Administrator / Officer	Responsible for administrative functions and support related sections. Manage document support for related departments.	20,000	30,000	N/A	N/A
Financial Analyst	Responsible for business plan development. Handle feasibility study for new projects, industry analysis and financial projections. Advise and analyze product pricing and create clients' portfolio and approve client loans.	20,000	55,000	65,000	80,000
Financial Controller	Oversee the finance and accounting, treasury, budgeting, audit, tax, and purchasing. Responsible for cash flow management. Analyze and review financial statements, financial reporting and business trend analysis.	N/A	N/A	80,000	200,000
Leasing Manager	Sell, liaise with staff and other managers, and manage finances and operation of your property. Recruit and retain tenants and fulfill their needs as it relates to the terms of their lease.	N/A	N/A	80,000	120,000
Treasury	Monitor the company's bank status both depositions and payments. Prepare payment and cash control.	N/A	N/A	40,000	60,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
<b>Government Affair</b>					
Government Affair Manager	Manage and supervise team to liaison with government agencies such as the Ministry or Department regarding the documents, issue and any coordinations.	N/A	N/A	60,000	120,000
<b>Human Resource</b>					
Assistant Human Resource Manager	Manage, plan and develop HR strategies and HR functions for the expansion and development of the business. Assist HR Manager in managing all HR functions.	30,000	40,000	40,000	50,000
AVP - Human Resource	Provide strategic, consultative Human Resource support and leadership for assigned business unit. Identify and frame human resource issues and solutions to business problems by providing human resource expertise in implementing the strategic business direction and in determining the essential tactical human resources elements.	N/A	N/A	60,000	80,000
HR - Compensation & Benefit	Responsible for job evaluation, job grade, salary survey and payroll.	N/A	N/A	40,000	60,000
HR / Administrative Officer	Responsible for administrative functions and support related sections. Manage document support for related departments.	15,000	25,000	25,000	40,000
HR Generalist / HR Specialist	Oversee Recruitment, Training and other specialty departments.	20,000	35,000	N/A	N/A
HRD Manager (Regional) / Director	Build foundations for corporate culture, Code of Conduct and Business Drivers. Design and develop regional policies and procedures to enforce the same standard practices.	N/A	N/A	35,000	80,000
HRM Manager	Monitor and ensure overall HRM cover HR strategy and planning for staffing plan. Implement effective and suitable HR functions such as recruitment, performance management, compensation & benefit, HR policies and employee relations.	N/A	N/A	50,000	80,000
Human Resource Executive / Officer / Staff	Operate one or multiple HRM or HRD functions such as recruitment, training, compensation and benefits, payroll and welfare.	15,000	30,000	N/A	N/A
Human Resource Manager	Develop and implement HR policies and procedures. Responsible for the overall HR function such as recruitment, compensation and benefits and performance evaluation. Provide overall supervision for HR department.	N/A	N/A	40,000	160,000
Recruitment Officer	Responsible for the function of the recruitment process which including sourcing, recruiting, selecting and hiring across all levels.	20,000	25,000	25,000	50,000
Senior Human Resource Executive / Officer	Provide hands-on support in all HR functions, including Recruitment & Selection, Compensation & Benefits, and Employee Relations & Communication.	N/A	N/A	30,000	60,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Trainer	Train employees of a company on the information they need to know in order to get their job done effectively. Work in a professional setting, while helping and motivating others to learn the new skills they need to know.	30,000	40,000	40,000	60,000
Training Executive / Officer	Administer training activities , prepare the training plan & budget, and arrange all training. Coordinate with HR & Campus activities.	N/A	N/A	30,000	40,000

## Information Technology

IT Application Support	Deliver support to end users about how to use various types of software programs efficiently and effectively in fulfilling business objectives. This includes troubleshooting applications and software for all internal customers, such as operations, development and other business units. Responsible for assisting in the design, delivery, and improvement of in-house software applications training programs and related courseware.	20,000	80,000	N/A	N/A
IT Support	Maintain, monitor and perform IT troubleshooting for end users.	N/A	N/A	30,000	42,000
Pre-Sales Consultant	Assist the sales team by providing technical support and demonstrating products in order to deliver the best solutions to clients.	25,000	30,000	N/A	N/A
Programmer / Software Developer (JAVA)	Responsible for Application Framework Design and Coding using JAVA technology. Manage technical issues dealing with Development.	30,000	50,000	50,000	70,000
SAP Consultant	Provide functional or technical advice on the implementation of SAP. Must have business process and IT knowledge.	N/A	N/A	35,000	50,000
System Analyst / Business Analyst	Perform system feasibility studies, analysis and design to meet users requirements. Work closely with programmers and software engineers.	N/A	N/A	30,000	50,000

## Legal / Compliance

Legal Officer	View, interpret and decipher legal documents. Work within government legal departments, as counsels for corporations, and within profit and non-profit organizations.	N/A	N/A	35,000	60,000
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## Marketing / PR

Assistant Marketing Manager	Assist Marketing Manager. Analyze budget plan, SWOT and monitor Product Management.	N/A	N/A	30,000	40,000
AVP - Sales & Marketing	Demonstrate ability to challenge, develop, and lead staff in pursuit of business plan objectives. Provide strategic input and assist in the development of the annual premium plan, department budget, and department business plan. Hold the Territory Managers accountable to report on marketplace intelligence. Facilitate agency reviews and oversee resulting actions. Create and oversee new business initiatives/ programs and hold staff accountable for their success.	N/A	N/A	55,000	65,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Brand Manager	Hold ownership of the marketing plan for key brand(s). Fully responsible on P&L for brand in Product Development, Advertising, Research, etc.	N/A	N/A	60,000	100,000
Business Development Executive / Officer	Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.	25,000	40,000	N/A	N/A
Business Development Manager / Specialist	Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service/ channel development planning and management.	N/A	N/A	60,000	150,000
Customer Service Manager	Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.	N/A	N/A	60,000	90,000
Event Manager	Set, communicate and maintain timelines and priorities on every project. Communicate, maintain and develop client relationships. Manage supplier relationships. Manage operational and administrative functions to ensure specific projects are delivered efficiently. Provide leadership, motivation, direction and support to your team. Travel to on site inspections and project managing events. Control all project budgets from start to finish. Ensure excellent customer service and quality delivery.	25,000	40,000	N/A	N/A
Marketing Coordinator / Assistant	Assist, support and provide back up to Marketing Manager in terms of marketing, media and CRM and events, production and PR activities.	30,000	50,000	N/A	N/A
Marketing Director	Manage overall marketing functions including strategic planning, corporate communications and business development. Develop, analyze, implement and measure strategic marketing plan, market potential and profitability. Create brand equity and ensure effective brand positioning, brand awareness, and product launching. Engage with product teams on the launch and lifecycle management of products including development of key deliverables. Work closely with top management.	N/A	N/A	80,000	150,000
Marketing Executive / Officer	Create and execute marketing strategy. Conduct market survey and assist in updating information. Assist in creating marketing materials, coordinate among the specialist trainer and schedule for seminars. Develop brand awareness and communication. Support Technical and Sale Executive Team for seminars and PR events. Participate to the marketing budget plan.	15,000	30,000	30,000	40,000
Marketing Manager	Manage and initiate marketing strategies of products or services. Responsible for press relations, develop marketing campaigns and deliver meaningful messages and visions of the company to consumers.	N/A	N/A	40,000	100,000
Marketing Researcher / Analyst	Conduct market research using both qualitative and quantitative approaches. Responsible for analyzing market trends.	15,000	20,000	25,000	50,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Product Manager	Responsible for the product planning and execution throughout the product lifecycle, including: gathering and prioritizing product and customer requirements, defining the product vision, and working closely with engineering, sales, marketing and support to ensure revenue and customer satisfaction goals are met.	N/A	N/A	50,000	100,000
Trade Marketing Manager	Responsible for developing and implementation of channel plans, category management, promotional planning, execution & evaluation. Develop launch activities and trade presentation.	N/A	N/A	60,000	80,000
VP - Sales & Marketing	Develop and coordinate sales selling cycle and methodology. Direct and oversee the company marketing function to identify and develop new customers for products and services. Research and develop strategies and plans which identify marketing opportunities, direct marketing, and new project development. Analyze and evaluate the effectiveness of sales, methods, costs, and results. Supervise the planning and development of company marketing and communications materials.	N/A	N/A	150,000	200,000

## Medical & Science

Medical Product Specialist / Expert	Responsible for providing effective clinical support, consultation and training to decision makers, nursing staff, patients. Seek new account opportunities while maintaining existing client relationships and provide technical support.	25,000	35,000	N/A	N/A
Technical Consultant	Understand technical aspects of all products and solutions of company. Design, deploy and on-going administration and troubleshooting of systems.	N/A	N/A	50,000	70,000

## Purchasing / Procurement / Expenditure / Buyer / Merchandiser

Merchandiser	Formulate the policies for the areas in which they are responsible. Forecast sales for the forthcoming budget period and estimate consumer demand and the impact of changes in the retail environment. Guide and train buyers as and when the need arises. Inspire commitment and performance in the part of the buyers is necessary. Assess the merchandise performance and the buyer's performance.	13,000	16,000	N/A	N/A
Procurement Officer	Monitor contractor performance and recommend contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Responsible for all of the goods and services that are purchased by a company. Source vendors, negotiate contracts and ensure prompt delivery.	15,000	25,000	N/A	N/A
Production Planner	Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.	N/A	N/A	30,000	40,000
Project Manager	Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.	N/A	N/A	60,000	80,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Purchasing / Buyer / Procurement Engineer	Source and establish suppliers which are competitive in price, quality, service and consistency. Operate material purchasing to comply with production processes.	15,000	20,000	20,000	70,000
Purchasing Executive	Monitor contractor's performance and recommend contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Responsible for all of the goods and services that are purchased by a company. Source vendors, negotiate contracts, and ensures prompt delivery.	N/A	N/A	30,000	50,000
Purchasing Manager (MNC)	Conduct and manage the operations of the company one or several division's procurement activities in a relatively large organization.	N/A	N/A	50,000	80,000
Purchasing Manager / Plant Buyer	Conduct and manage the operations of procurement activities. Select and establish suppliers for the supply of resources required by Production at the lowest overall cost. Continuously monitor and set objectives to improve the performance and cost effectiveness.	N/A	N/A	30,000	120,000
Purchasing Officer	Prepare purchase orders and liaise between suppliers and related departments. Perform buying duties when necessary. Review requisition orders in order to verify accuracy, terminology, and specifications. Prepare, maintain, and review purchasing files, reports and price lists. Handle other related tasks or clerical duties as assigned.	15,000	30,000	N/A	N/A
Senior Purchasing	Monitor contractor performance, recommending contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.	N/A	N/A	30,000	40,000

## Sales

Business Development Executive / Officer	Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.	25,000	40,000	N/A	N/A
Business Development Manager / Specialist	Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service/ channel development planning and management.	N/A	N/A	60,000	150,000
Key Account Executive	Responsible for coordinating and providing direction for customer service initiatives and working with operations and customers to deliver consistent and high level of customer service. Maintain and maximize growth potential of existing key customers and respond to customer needs, enquires and address their concerns.	N/A	N/A	25,000	35,000
Key Account Manager	Responsible for sales target of products. Develop account plans, trade terms and promotional activities.	N/A	N/A	50,000	60,000
National Sales Manager	Responsible for the national sales target of the company. Operate and monitor sales team (country level). Set up all strategy and directions for business development plans.	N/A	N/A	70,000	120,000



Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Regional Sales Manager	Contribute regional sales information and recommendations to strategic plans and reviews, prepare and complete action plans; implement production, productivity, quality, and customer-service standards, resolve problems, complete audits, identify trends, determine regional sales system improvements and implement change.	N/A	N/A	70,000	120,000
Sales & Marketing Executive	Manage their organization's sales and marketing activities. Plan, coordinate and implement marketing programs to identify and acquire new customers. Make sure that sales and marketing objectives align with overall company goals. Work with major customer accounts and oversee the creation of sales collateral. Build and maintain relationships with outside vendors, partners and distributors.	15,000	30,000	N/A	N/A
Sales & Marketing Manager	Train and supervise sales staff as well as establish territories and goals for sales teams. Review the market, help them to determine customer needs, sales volume potential and pricing schedules that will help meet company goals.	N/A	N/A	20,000	80,000
Sales Administrative Assistant	Provide administrative support to the sales department and coordinate with clients and other related departments.	15,000	17,000	25,000	40,000
Sales Administrator/ Sales Support	Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.	12,000	25,000	25,000	80,000
Sales Coordinator (General)	Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.	15,000	25,000	25,000	80,000
Sales Coordinator (Technical)	Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.	N/A	N/A	40,000	50,000
Sales Engineer	Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.	20,000	38,000	N/A	N/A
Sales Executive / Officer	Initiate and establish new accounts and maintain good relationships with existing customers with high level of customer satisfaction. Provide support for all sales processes. Coordinate and follow up with relevant parties to ensure that sales objectives and targets are achieved.	15,000	35,000	35,000	60,000
Sales IT	Involve in supporting pre-sales activities by giving detailed information about technical specifications and the ways in which they could meet customer needs including demonstrate product's features before selling. Technical support, which follows the sale, may include problems solving or maximizing the use of software features, as well as advising on appropriate user training.	20,000	50,000	N/A	N/A



Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Sales Manager	Achieve sales over target. Responsible for product selling. Implement field force strategic planner, targets and schemes for incentive setting and Business environment training. Align with marketing team to implement the marketing program.	N/A	N/A	55,000	170,000
Senior Sales Manager	Responsible for developing and executing sales and marketing strategy and planning. Gather and analyze market information to expand business opportunity. Ensure budget and target are met.	N/A	N/A	80,000	100,000
Technical Consultant	Understand technical aspects of all products and solutions of company. Design, deploy and on-going administration and troubleshooting of systems.	N/A	N/A	50,000	60,000

## Supply Chain / Logistics

Custom Officer	Custom Clearance / Deal with government departments.	30,000	50,000	N/A	N/A
Import & Export Manager	Make arrangements for import and export of goods and oversee the delivery of goods are part of the responsibilities of an import/ export manager. Be intermediaries for organizations and individuals importing from or exporting to various geographical locations. Ensure that goods are safely and efficiently transported, make sure that cost-effective measures are taken into account. Organize the best means of transport, be it by air, road, rail or ship.	N/A	N/A	50,000	60,000
Import & Export Officer / Coordinator	Responsible for import & export procedures and coordinate between internal production, shipping agents and customers for documents & delivery.	30,000	40,000	N/A	N/A
Import Officer	Responsible for documentation that coincides with shipments and importation. Also, responsible for maximizing space capacity and coordinating schedules with the warehouse. Interact with customers, manage their personal staff and coordinate with other teams. Manage the traffic department and traffic coordinators. Spot export compliance risks and come up with risk assessment measures.	15,000	30,000	N/A	N/A
Logistic / Supply Chain & Warehouse Manager (Manufacturing)	Manage and control inventory to ensure production continuity and materials not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all documents relating to the warehouse stock system.	N/A	N/A	40,000	180,000
Logistic Manager	Control and manage team in the Logistics Department.	N/A	N/A	50,000	100,000
Logistic Officer	Contact with Customs.	15,000	45,000	N/A	N/A
Logistic Supervisor	Supervise subordinates and handle the logistics process.	N/A	N/A	25,000	50,000
Production Manager	Plan and monitor daily production volumes based on cycle times and availability as well as control product and process to ensure customer needs are met.	N/A	N/A	50,000	60,000
Production Planner	Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.	18,000	22,000	30,000	65,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Supply Chain Manager	Manage flow of finished goods for the whole Commercial Unit to optimize inventory for Commercial and distribution centers. Establish monthly forecasts in order to define quantities to be purchased.	N/A	N/A	45,000	80,000
Supply Chain Officer / Executive	Work closely with supply chain personnel to ensure timely arrival of goods to local and overseas customers. Handle import and export documentations. Follow up with customers, sales person and other service provider to ensure timely collection of payments and on time delivery. Manage inventory level and warehousing space. Generate weekly and monthly reports to management.	9,000	15,000	N/A	N/A
Supply Chain Supervisor	Supervise material resource plan. Audit and monitor suppliers. Monitor and develop existing supply chain. Initiate and lead cost-saving initiatives. Negotiate and manage contracts.	N/A	N/A	20,000	40,000
Warehouse Manager	Manage and control inventory to ensure production continuity and material not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all document relating to warehouse stock system.	N/A	N/A	45,000	120,000

## Technical / Manufacturing

Draftsman	In charge of computer drawings follow up construction, products design of 2 & 3 Dimensions.	12,000	25,000	25,000	35,000
Factory Manager	Manage, monitor and supervise the production team to achieve company goals. Coordinate with other departments to support the production line.	N/A	N/A	40,000	100,000
Field Operator	Control and monitor all equipment in plant.	9,000	13,000	N/A	N/A
Operation Control Center Manager	Coordinate with all departments both internal and external for daily flight operations, handle cost savings for aircraft rotation planning, liaise with charterer of flight slots, Fuel and Ground Handling agent.	N/A	N/A	25,000	60,000
Operation Manager	Manage and supervise operations team to achieve the company's objectives. Manage the improvement project or expansion project to increase process capability and efficiency. Coordinate with other functions in any related activities.	N/A	N/A	40,000	70,000
Plant Manager	Responsible for all aspects in manufacturing including production, safety, quality, cost management, supply chain, and customer service.	N/A	N/A	60,000	200,000
Production Manager	Plan and monitor daily production volumes based on cycle times and availability as well as control product and process to ensure customer needs are met.	N/A	N/A	30,000	95,000
Production Planner	Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.	N/A	N/A	20,000	80,000
Production Supervisor / Chief	Supervise production team to achieve company goal. Coordinate with other department to support production line.	N/A	N/A	25,000	50,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Project Manager – Manufacturing	Manage manufacturing engineers, work schedules and budgets related to the design, integration and maintenance of manufacturing equipment and systems. This includes approving and overseeing the design and implementation process, as well as ensuring work is completed in the required time frame and budget requirements. This includes ensuring the equipment and systems adhere to safety requirements, as well as local, state and federal industry regulations.	N/A	N/A	80,000	100,000
QA / QC Engineer	Solve quality related problems and maintain quality system toward quality policy and organization's objective.	15,000	24,000	24,000	90,000
Quality Manager	Manage, implement and maintain quality factory systems.	N/A	N/A	40,000	100,000
Research & Development Manager	Manage and supervise team to research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.	N/A	N/A	90,000	120,000
Research & Development Officer	Research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.	15,000	30,000	35,000	60,000
Settlement / Operation Officer	Supervise & monitor day-to-day operations.	8,000	9,000	N/A	N/A
Technician	Responsible for manufacturing quality products efficiently, accurately, safely and on time. Utilizes manufacturing equipment and in-process instrumentation to manufacture products in accordance to current manufacturing standard, company policy and safety regulations.	9,000	10,000	N/A	N/A

## Top Management

Chief Financial Officer	Responsible for financial analysis, business planning and forecasting. Manage and control finance, accounting and administrative department. Ensure accuracy of accounting and financial reports.	N/A	N/A	150,000	200,000
Chief Operating Officer	Responsible for the company's day-to-day operating activities, including revenue and sales growth; expense, cost and margin control; and monthly, quarterly and annual financial goal management.	N/A	N/A	90,000	150,000
General Manager	General management for new company investments in Thailand. Handle all administrative and account duties besides the sales management.	N/A	N/A	80,000	200,000
Managing Director	Set the culture and develop strategy and direction for the company. Lead the executive/senior management of the company (including firing and hiring) and manage Financial and Physical resources.	N/A	N/A	150,000	250,000

## 2.3 Information Technology Positions

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
<b>Information Technology</b>					
Account Manager (Technical)	In charge of specific account and/or industry related to each sales team & business functions.	25,000	40,000	40,000	80,000
Administrative Officer / Staff	Responsible for administrative functions and support related sections. Manage document support for related departments.	12,000	35,000	N/A	N/A
Assistant IT Manager	Assign IT Staff daily jobs and check lists, train them on all needed theoretical and practical procedures, trouble shooting and support with in corporate standards. Document, archiving all correspondence and trouble shooting, follow up suppliers' visits and maintenance. Develop and adapt any ideas that bring IT services to higher level. Assist existing/new properties when it is required, with approval of IT Manager.	25,000	40,000	35,000	70,000
AVP - Information Technology	Support and accelerate key business processes. Define business metrics and the information requirements for decision making based on strategic plans. Continuously assess current technology, effectiveness of current architecture and value of IT spending. Align IT spending to specific business goals. Continuously improve asset management of IT. Measure and improve return on IT investment . Ensure highest standards of information security and reduce system vulnerability.	N/A	N/A	90,000	200,000
Business Development Executive / Officer	Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.	15,000	28,000	N/A	N/A
Data / Report Analyst	Perform complex data analysis in support of ad-hoc and standing management or customer requests. Sometimes perform data entry, data auditing, create data reports and monitor all data for accuracy.	15,000	25,000	N/A	N/A
Data Center Manager / Infrastructure Manager	Perform functions critical to the success of the IT Infrastructure Operations group, such as production support, data processing, problem solution, monitoring, reporting and documentation.	N/A	N/A	50,000	100,000
Data Entry	Entry the data into the system.	9,000	15,000	N/A	N/A
Data Warehouse Consultant / Business Intelligence	Develop database architecture, extract data, and prepare reports for the executive level of the company. Must have good knowledge of databases, data warehouse and data mining.	20,000	40,000	45,000	70,000
Database Administrator	Administrate and monitor database server to maintain the reliability.	18,000	35,000	40,000	70,000
Digital Content Editor / Content Creator / Social Media Content Editor	Experienced copy editor or production editor within an online environment. Write copy and generate original ideas for content for email newsletters, websites, and social media sites. Solid understanding of IT technologies and some knowledge of Content Management Systems (CMS). Previous experience using HTML and Photoshop and some knowledge of basic web development.	15,000	25,000	25,000	45,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Digital Marketing Analyst	Conduct online marketing efforts and create articles and contents for clients. Develop and improve digital marketing for company. Maintain online presence including websites and landing pages.	20,000	35,000	35,000	55,000
Digital Marketing Manager	Conduct online marketing efforts and create articles and contents for clients. Manage the online marketing team.	N/A	N/A	40,000	80,000
ERP Consultant	Provide consultation and advice to clients regarding Enterprise Resources Planning (ERP) application packages e.g. Finance, Accounting, Logistics and Sales and Distribution modules.	20,000	40,000	45,000	120,000
Graphic Designer	Create various types of art for magazines, newspapers, advertising publications, marketing and promotional materials, signs, web pages, and much more. Most of the art is created through the use of computerized design programs such as Adobe Suite.	15,000	30,000	35,000	55,000
Help-Desk	Answer, resolve and/or escalate all calls routed through the Groups Help Desk system. Provide courteous service to all Group IT customers both on the telephone and whilst ensuring that all company standards are adhered too. Provide day-to-day operational support and on call support when required for IT users on a group site or remote sites within a region, covering hardware, software and local and wide area network.	14,000	30,000	35,000	50,000
IT Application Support	Deliver support to end users about how to use various types of software programs efficiently and effectively in fulfilling business objectives. This includes troubleshooting applications and software for all internal customers, such as operations, development and other business units. Responsible for assisting in the design, delivery, and improvement of in-house software applications training programs and related courseware.	15,000	35,000	40,000	55,000
IT Manager	Develop strategic plan for IT department. Handle IT projects such as IT budgets, standards procedures and overall IT performance. Coordinate between vendors, IT department and all users. Review the adequacy and allocation of IT resources in terms of funding, personnel, equipment and service levels.	N/A	N/A	50,000	150,000
IT Security Analyst / Engineer	In charge of the Information Security Management function. Design, implementation, operation and maintenance of the Information Security Management System. Perform a suitable information security awareness and security risk assessment. Involved in compliance monitoring and improvement activities to ensure compliance with internal security policies.	20,000	40,000	40,000	80,000
IT Support	Maintain, monitor and perform IT troubleshooting for end users.	14,000	30,000	35,000	60,000
Network Administrator	Administrate and monitor network systems to maintain system reliability.	16,000	30,000	35,000	60,000
Network Engineer	Design and implement network infrastructure including WAN, wireless network, routers, switches to meet business's requirements with suitable design and security.	18,000	40,000	40,000	70,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Pre-Sales Consultant	Assist the sales team by providing technical support and demonstrating products in order to deliver the best solutions to clients.	18,000	35,000	35,000	60,000
Product Manager (IT)	Responsible for planning, strategic marketing, system implementation of activities and budget allocation for assigned products.	N/A	N/A	50,000	150,000
Programmer	Responsible for developing and designing applications and Coding. Manage technical issues dealing with Developments.	18,000	45,000	50,000	80,000
Programmer / Software Developer (.NET)	Responsible for Application Framework Design and Coding using Microsoft .net technology (ASP.NET,C#, VB.NET). Manage technical issues dealing with Development.	20,000	50,000	50,000	80,000
Programmer / Software Developer (C, C++)	Responsible for Application Framework Design and Coding using C,C++ . Manage technical issues dealing with Development Environment.	20,000	50,000	50,000	80,000
Programmer / Software Developer (JAVA)	Responsible for Application Framework Design and Coding using JAVA technology. Manage technical issues dealing with Development.	18,000	45,000	50,000	80,000
Programmer / Software Developer (Mobile Applications)	Develop applications on mobile phones according to customer business requirement on following mobile platforms e.g. iOS, Android, Blackberry, Windows Mobile and Symbian.	18,000	45,000	50,000	80,000
Programmer / Software Developer (ORACLE PL/SQL)	Responsible for design, development, implement and support software applications. Prepare technical documentation as required.	18,000	45,000	50,000	70,000
Programmer / Software Developer (PHP)	Responsible for PHP programming to produce Data Flow. Design & develop Web Application on the website. Design & develop other Programming on the website.	15,000	40,000	45,000	60,000
Programmer / Software Developer (Specific Applications)	Responsible for Application Framework Design and Coding using Specific Application, Manage technical issues dealing with Development.	18,000	45,000	50,000	70,000
Project Manager	Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.	N/A	N/A	40,000	150,000
QA Engineer / Software Tester	Create test cases and perform testing to ensure software standardization.	18,000	35,000	40,000	70,000
Sales Administrator/ Sales Support	Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.	15,000	20,000	N/A	N/A
Sales Coordinator (Technical)	Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.	17,000	35,000	N/A	N/A
Sales IT	Involve in supporting pre-sales activities by giving detailed information about technical specifications and the ways in which they could meet customer needs including demonstrate product's features before selling. Technical support, which follows the sale, may include problems solving or maximizing the use of software features, as well as advising on appropriate user training.	18,000	45,000	50,000	100,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Sales Manager (IT)	Achieve sales over target. Responsible for sales of products, implement field force strategic planner and Business environment training. Align with marketing to implement marketing programs.	N/A	N/A	50,000	150,000
SAP Consultant	Provide functional or technical advice on the implementation of SAP. Must have business process and IT knowledge.	20,000	50,000	50,000	150,000
Senior Project Manager	Plan and execute capital investment projects in order to expand production capacity, improve process efficiency, improve product quality and maintain compliance with all legal and SHEQ requirements.	N/A	N/A	90,000	120,000
Software / Solutions Architecture	Set strategies and working plans for developing IT systems or software that conform with business strategies, business needs and company IT architecture.	N/A	N/A	50,000	120,000
Software Engineer	Develop software and applications starting from analysis, design, coding, testing and training users.	20,000	50,000	50,000	80,000
Store / Shop Staff	Assist customers in an enthusiastic and courteous manner. Advise and assist customers with their choices of product for themselves and for gifts. Accurately complete sales using POS system according to established procedures. Stock and clean the department for the best sales appearance and ease of use for the customer. Assist with merchandising efforts, displays, and floor moves as needed. Assist with community/ marketing events. Maintain a clean and safe workplace.	12,000	18,000	N/A	N/A
System Administrator	Administrate and monitor servers and data center to maintain system reliability.	15,000	35,000	40,000	50,000
System Analyst / Business Analyst	Perform system feasibility studies, analysis and design to meet users requirements. Work closely with programmers and software engineers.	22,000	45,000	50,000	80,000
System Engineer	Analyze, design, and provide configuration of server systems to clients.	20,000	45,000	50,000	80,000
Technical Consultant	Understand technical aspects of all products and solutions of company. Design, deploy and on-going administration and troubleshooting of systems.	20,000	45,000	50,000	100,000
Technical Service Manager	Manage installation, setting up, testing and commissioning of products. Manage Preventive Maintenance and Calibration. Provide solutions to customers where appropriate.	N/A	N/A	50,000	120,000
Training Executive / Officer	Administer training activities , prepare the training plan & budget, and arrange all training. Coordinate with HR & Campus activities.	18,000	35,000	35,000	50,000
Web Designer	Design and develop website contents by using multimedia tools.	12,000	30,000	35,000	50,000
Webmaster	Implement web pages, maintain content and oversee day-to-day management of the company website. Ensure quality and filing integrity of web pages.	12,000	30,000	N/A	N/A



## 2.4 Engineering & Technical Positions

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
<b>Engineering</b>					
Application Engineer	Support sales and marketing staff with technical information in terms of preparing necessary documents, proposals, product specifications, drawings as well as providing technical information to internal staff and customers.	35,000	40,000	50,000	70,000
Architect / Interior Design	Design architecture and manage projects, such as Houses, Condominiums, High-rise buildings, Office renovations, etc. Coordinate with draftsmen for design. Able to do drafting & drawing by themselves.	15,000	25,000	N/A	N/A
Business Development Manager / Specialist (Technical)	Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service development planning and management.	25,000	70,000	35,000	90,000
Chief Engineer	Coordinate, maintain, and work closely with the Supervisor to ensure that project specific requirements are installed and maintained in proper operating condition.	N/A	N/A	40,000	50,000
Construction Engineer	Possess extensive experience in project management, design and construction management of building construction and civil work.	18,000	40,000	45,000	55,000
Construction Manager	Responsible for overall Construction project work. Take care of construction's costs, quality and timeline.	N/A	N/A	50,000	120,000
Design Engineer	In charge of product design and engineering specifications of customers and suppliers as well as contact for all engineering issues including new product design.	22,000	45,000	50,000	70,000
Director / General Manager (Technical)	Overall management in terms of company's business growth, sales management, operations and all support functions.	N/A	N/A	50,000	80,000
Draftsman	In charge of computer drawings follow up construction, products design of 2 & 3 Dimensions.	18,000	25,000	30,000	50,000
Electrical Engineer	Plan the preventive maintenance plan for electrical machinery and equipment. Monitor the electrical power supply system. Analyze and solve the problem of machine breakdowns.	18,000	50,000	55,000	70,000
Engineer	Initiate and modify process flow to maximize process capability. Solve a quality related problems as well as maintain a quality system toward quality policy and organizational objectives.	18,000	30,000	40,000	60,000
Engineer (Mechanical / Chemical / QA / AC)	Initiate and modify process flow to maximize process capability. Solve quality related challenges as well as maintain quality systems and organizational objectives.	20,000	45,000	50,000	60,000
Engineering / IE / Process Improvement Manager	Manage, control and supervise team to achieve company goals. Modify, create and improve production capabilities. Organize, analyze and perform professional engineering work in the line.	25,000	45,000	50,000	70,000
Engineering Manager	Manage, control and supervise team to achieve company goals. Modify, create and improve production capabilities. Organize, analyze and perform professional engineering work in the line.	N/A	N/A	45,000	120,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Environmental Engineer	Prepare the environmental risk assessment. Control and monitor water treatment systems and other related areas. Be a coordinator or auditor in Environmental Management System.	25,000	45,000	50,000	60,000
Estimation Engineer	Use analytical skills to review corporate projects and help senior management make operating decisions in the short and long terms. Ensure that project costs remain within budgetary limits.	25,000	40,000	45,000	75,000
Facility Engineer	Control operation of all maintenance works for office building, test building, and other areas in company such as electrical system, air conditioning and ventilation system (Plumbing system, Sanitary system, Cooling water system, Chilled water system).	N/A	N/A	40,000	100,000
Factory Manager	Manage, monitor and supervise the production team to achieve company goals. Coordinate with other departments to support the production line.	N/A	N/A	60,000	150,000
Industrial Business Analyst	Responsible for reviewing, modifying and recommending business requirements applied to company databases and system applications.	25,000	35,000	40,000	60,000
Logistic / Supply Chain & Warehouse Manager (Manufacturing)	Manage and control inventory to ensure production continuity and materials not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all documents relating to the warehouse stock system.	N/A	N/A	50,000	140,000
Maintenance Chief / Manager	Manage installation and maintenance of machines and facility systems. Supervise engineers and technicians for all aspect of the job. Plan and implement Preventive Maintenance in operations.	N/A	N/A	35,000	150,000
Maintenance Engineer	Support and maintain the factory utility, facility systems and machines, also run the Plant Manager plan activity.	22,000	40,000	45,000	55,000
Material Engineer	Optimize the administration of materials and finished products by coordinating activities such as materials planning & supply, inventory control, and logistics to achieve the organizational strategic objectives.	25,000	40,000	45,000	55,000
Mechanical Engineer	Plan the preventive maintenance plan for machines and equipment. Monitor the electrical power supply system. Analyze and solve machine breakdown problems.	12,000	40,000	40,000	50,000
Network Engineer	Design and implement network infrastructure including WAN, wireless network, routers, switches to meet business's requirements with suitable design and security.	18,000	40,000	40,000	70,000
Operation Director	Set and deploy policy/strategy for operations. Manage and supervise overall operations to achieve the company's objectives. Coordinate with other functions in any related areas.	N/A	N/A	80,000	120,000
Operation Manager	Manage and supervise operations team to achieve the company's objectives. Manage the improvement project or expansion project to increase process capability and efficiency. Coordinate with other functions in any related activities.	N/A	N/A	80,000	200,000
Piping Engineer	Provide engineering support for the shop floor on piping / mechanical fabrication / installation.	35,000	45,000	45,000	55,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Plant Manager	Responsible for all aspects in manufacturing including production, safety, quality, cost management, supply chain, and customer service.	N/A	N/A	80,000	150,000
Process Engineer	Provide technical support to operations, develop & design process and review assigned units' operating conditions and data with recommendations resulting in maximizing their operating efficiency.	30,000	50,000	40,000	60,000
Process Improvement Engineer	Analyze the processes of the company in order to determine how these processes can be done more cheaply, efficiently and effectively.	30,000	45,000	50,000	70,000
Product Development Manager	Initiate new product and analyze data / statistics.	N/A	N/A	70,000	90,000
Product Development Officer / Staff	Assist in managing the product development process from the concept phase to the post-launch analysis phase. Oversee coordination of concept art and samples creation, secure approvals during the process and finalizing all product and packaging prior to launch. Ensure the accuracy of product and packaging samples and seek approvals required.	N/A	N/A	28,000	33,000
Product Executive / Manager (Technical Sales & Marketing)	Responsible for planning, strategic marketing, implementation of activities and budget allocation for products.	N/A	N/A	45,000	55,000
Product Manager	Responsible for the product planning and execution throughout the product lifecycle, including: gathering and prioritizing product and customer requirements, defining the product vision, and working closely with engineering, sales, marketing and support to ensure revenue and customer satisfaction goals are met.	N/A	N/A	80,000	100,000
Production Engineer	Plan and control overall production process to ensure meeting customer's standards i.e. quality, cost and delivery.	20,000	40,000	45,000	70,000
Production Manager	Plan and monitor daily production volumes based on cycle times and availability as well as control product and process to ensure customer needs are met.	N/A	N/A	30,000	120,000
Production Planner	Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.	18,000	35,000	35,000	55,000
Project / Construction Engineer	Responsible for overall project management related to construction. Take care of projects' costs, quality and schedule.	20,000	45,000	45,000	55,000
Project / Construction Manager	Responsible for overall project management related to construction. Take care of projects' costs, quality and schedule.	N/A	N/A	60,000	100,000
Project Coordinator (Technical)	Responsible for coordinating activities and resources in support of technical projects that impact multiple departments, systems, or work-flows with moderate to high risk and complexity or multiple projects simultaneously with lesser risk and complexity.	20,000	30,000	40,000	60,000
Project Engineer	Responsible for overall project management. Take care of projects' costs, quality and schedule.	25,000	35,000	40,000	60,000
Project Engineer - Manufacturing	Plan, direct and coordinate the manufacturing process within an organization. Find the most cost-effective ways to make products and determine the root causes of failures in a product.	N/A	N/A	30,000	40,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Project Manager	Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.	N/A	N/A	60,000	120,000
Purchasing / Buyer / Procurement Engineer	Source and establish suppliers which are competitive in price, quality, service and consistency. Operate material purchasing to comply with production processes.	18,000	30,000	40,000	90,000
Purchasing Manager (Engineer)	Manage and lead the integrated country purchasing organization in order to bring the value-adds the operations.	N/A	N/A	45,000	100,000
QA / QC Engineer	Solve quality related problems and maintain quality system toward quality policy and organization's objective.	20,000	45,000	50,000	60,000
Quality Manager	Manage, implement and maintain quality factory systems.	N/A	N/A	35,000	60,000
Research & Development Engineer	Research and develop new products or improvement by information gathering, analysis, experiments and test runs.	20,000	45,000	50,000	60,000
Research & Development Manager	Manage and supervise team to research and develop new products or improvement by information gathering, analysis, experiment, trail, and test runs.	N/A	N/A	40,000	120,000
Research & Development Officer	Research and develop new products or improvement by information gathering, analysis, experiment, trail, and test runs.	12,000	15,000	25,000	32,000
Safety Engineer / Officer	Control the working environment and take care of safety activity. Provide permission of working method to other department.	25,000	45,000	50,000	70,000
Safety Manager	Responsible for all EHS activities at strategic level. Facilitate compliance with EHS Management Systems.	N/A	N/A	30,000	120,000
Safety Officer	Control working environment and take care for safety activities. Provide permission on working methodology to other departments.	25,000	45,000	50,000	70,000
Sales & Marketing Manager (Technical)	Train and supervise sales staff, establish territories and goals for sales teams. Review the market, help them to determine customer needs, sales volume potential, and pricing schedules that will help meet company goals.	N/A	N/A	35,000	100,000
Sales Administrator/ Sales Support	Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.	15,000	30,000	N/A	N/A
Sales Coordinator (Technical)	Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.	20,000	25,000	25,000	40,000
Sales Engineer	Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.	18,000	50,000	55,000	90,000
Sales Executive / Officer (Technical)	Sell technical products and services for a company in order to boost profitability and increase market share. Support the understanding of products in the industry.	25,000	55,000	60,000	80,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Sales Manager (Technical)	Achieve sales over target. Responsible for sales of products, implement field force strategic planning, target and scheme incentive setting and Business environment training. Align with marketing to implement marketing program.	N/A	N/A	35,000	100,000
Senior Mechanical Engineer	Prepare General specifications, Equipment Data Sheet, Drawings, Piping specification and Technical bid.	N/A	N/A	70,000	90,000
Senior Process Engineer	Supervise team and modify process line. Increase productivity by using I.E. techniques.	N/A	N/A	25,000	35,000
Senior Structural Engineer	Prepare and check for Structural deliverables including; Reports, Material Take-Offs, Calculations, Specifications, Drawings and Weight Control.	N/A	N/A	70,000	90,000
Service Engineer / Technical Support	Install, troubleshoot, and maintain products/ equipment. Train employees, identify, analyze, and repair product failures, order and replace parts as needed. Determine and recommend which products or services best fit the customers needs.	22,000	45,000	50,000	75,000
Service Manager	Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.	N/A	N/A	45,000	150,000
Structural Engineer	Prepare and check for structural deliverables including; Reports, Material Take-Offs, Calculations, Specifications, Drawings and Weight Control.	25,000	40,000	50,000	150,000
Supply Chain Engineer	Check stock and issue purchase order to suppliers. Follow up shipment and plan for shipment schedules. Issue invoice for the customer and handle stock control.	N/A	N/A	60,000	80,000
Supply Chain Manager	Manage flow of finished goods for the whole Commercial Unit to optimize inventory for Commercial and distribution centers. Establish monthly forecasts in order to define quantities to be purchased.	N/A	N/A	80,000	120,000
Technical Consultant	Understand technical aspects of all products and solutions of company. Design, deploy and on-going administration and troubleshooting of systems.	25,000	40,000	40,000	60,000
Technical Service Manager	Manage installation, setting up, testing and commissioning of products. Manage Preventive Maintenance and Calibration. Provide solutions to customers where appropriate.	N/A	N/A	50,000	100,000
Training Manager (Technical)	Identify training needs, plan and organize internal and external training programs. Prepare the training plan & budget. Responsible for training activities for both soft and technical skills.	N/A	N/A	40,000	150,000
VP – Technical	Establish work schedules, safety standards, quality control procedures and customer service policies related to the company's product. Oversee the technical services team's budget and monitors the performance of subordinates through reviews, training and mentoring.	N/A	N/A	150,000	200,000

## 2.5 Japanese Speaking Positions

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
<b>Accounting</b>					
Accounting Assistant	Handle general accounting functions including accounts payable, accounts receivable and general ledger. Responsible for balancing and reconciliations. Specialise in one area of the accounting function and understanding of bookkeeping procedures.	20,000	30,000	40,000	50,000
Accounting Executive / Officer	Handle cash receipts, expenditures, investments, purchasing, inventory, assets and payroll. Record all transactions. Prepare and submit VAT reports. Assist with assets and inventory control and handle general accounting functions.	25,000	40,000	40,000	50,000
Accounting Manager	Ensure accuracy of accounting standards, all management reports, internal and external reporting. Control and monitor daily transactions. Responsible for all accounting and tax matters.	N/A	N/A	50,000	150,000
Assistant Accounting Manager	Manage and control the accounts function and monitor team performance.	N/A	N/A	40,000	60,000
Finance & Accounting Manager	Manage financial and accounting functions. Manage and monitor finance and Accounting team. Responsible for the whole company's financial and accounting functions and data processing, including financial management and cost accounting.	N/A	N/A	70,000	150,000
Junior Accounts	Record day-to-day transactions, prepare payment vouchers, manage and calculate Tax and handle Bank reconciliations. Verify and post transactions to journals, ledgers and other records. Prepare statements, invoices and vouchers. May handle balancing and reconciliations. May specialise in one area of the accounting function.	20,000	35,000	N/A	N/A
<b>Admin / Secretarial</b>					
Administrative Assistant	Handle documents and support functions, such as filing and other administration functions. Coordinate with internal departments.	18,000	25,000	25,000	60,000
Administrative Manager	Provide general administrative support to all departments. Handle supplier contract management. Coordinate and maintain company's documents and office properties.	N/A	N/A	50,000	100,000
Administrative Officer / Staff	Responsible for administrative functions and support related sections. Manage document support for related departments.	18,000	35,000	35,000	60,000
Executive Secretary / PA	Support top Management and handle confidential matters. Responsible for secretarial tasks, appointment arrangements, travel arrangements and other tasks as assigned. Hands on some interpretation in the meetings and document translation.	25,000	40,000	40,000	60,000
Interpreter	Provide language conversion in a range of business meetings, production lines, training and seminar as assigned. Handle document translation.	20,000	40,000	40,000	70,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Interpreter (Japanese Nationality)	Provide a conversion of Japanese language to Thai/English and vice versa in a range of settings in the business meeting, production line, training, seminar and so on. Hands on document translation. Using high level of grammar and knows of many Thai words.	40,000	70,000	N/A	N/A
Junior Secretary / Secretary	Responsible for secretarial tasks as assigned, such as scheduling meetings as well as taking minutes of meeting. Handle both personal and business affair arrangement. Provide secretarial and administrative support to department / senior secretary. Handle all secretarial duties include typing, filing and other tasks as assigned. Hands on role in meeting and document translations.	18,000	35,000	N/A	N/A
Office Manager	Provide general administrative support to all departments. Handle supplier contract management and some accounting tasks (tax, invoice and payroll). Coordinate and maintain company's documents and office properties.	N/A	N/A	50,000	70,000
Project Coordinator (General)	Assist the Project Manager and Superintendent, where applicable, in the day to day duties of a project's administration under the guidance and direction of the project.	20,000	40,000	40,000	70,000
Receptionist	Responsible for greeting and welcoming guests. Handle guest enquiries and complaints, make outgoing calls and answer incoming calls as well as meeting room arrangements and maids and messengers handling.	15,000	20,000	N/A	N/A
Senior / Department Secretary	Provide admin support, handle secretarial tasks such as minuted taking, meetings and appointment arrangements, presentation preparation, correspondence, screen calls & mails, travel arrangements and office management for departments.	N/A	N/A	40,000	60,000

## Customer Service

Call Center	Manage incoming and outgoing calls, provide service and information to customers and handle enquiries and complaints.	20,000	60,000	N/A	N/A
Customer Service (Travel Agent)	Handle passenger queries regarding the flight and travel documents, process the check-in, inspect the travel document and handle lost & found issues.	25,000	60,000	N/A	N/A
Customer Service Executive (Coordinator / Order Administrator)	Assist the Department Manager in customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating customers, preparing job orders, coordinating with operations departments, preparing reports, handling complaints and dealing with related documentation tasks.	20,000	35,000	35,000	60,000
Customer Service Manager	Manage overall functions in the customer service department. Monitor and ensure customer satisfaction. Handle customer complaints and provide solutions to meet customer expectations.	N/A	N/A	45,000	70,000



Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Operation Manager	Manage and supervise operations team to achieve the company's objectives. Manage the improvement project or expansion project to increase process capability and efficiency. Coordinate with other functions in any related activities.	N/A	N/A	45,000	70,000

## Design / Decorative / Architect

Architect / Interior	Design Architectural structure, landscape and interior as well as perform project management and coordination.	25,000	40,000	50,000	80,000
Graphic Designer	Create various types of art for magazines, newspapers, advertising publications, marketing and promotional materials, signs, web pages, and much more. Most of the art is created through the use of computerized design programs such as Adobe Suite.	25,000	40,000	N/A	N/A

## Engineering

Application Engineer	Support sales and marketing staff with technical information in terms of preparing necessary documents, proposals, product specifications, drawings as well as providing technical information to internal staff and customers.	25,000	45,000	N/A	N/A
Design Engineer	In charge of product design and engineering specifications of customers and suppliers as well as contact for all engineering issues including new product design.	25,000	40,000	N/A	N/A
Electrical Engineer	Plan the preventive maintenance plan for electrical machinery and equipment. Monitor the electrical power supply system. Analyze and solve the problem of machine breakdowns.	25,000	40,000	N/A	N/A
Engineer	Initiate and modify process flow to maximize process capability. Solve a quality related problems as well as maintain a quality system toward quality policy and organizational objectives.	25,000	40,000	40,000	70,000
Engineer (Mechanical / Chemical / QA / AC)	Initiate and modify process flow to maximize process capability. Solve quality related challenges as well as maintain quality systems and organizational objectives.	25,000	40,000	40,000	80,000
Engineering Manager	Manage, control and supervise team to achieve company goals. Modify, create and improve production capabilities. Organize, analyze and perform professional engineering work in the line.	N/A	N/A	60,000	100,000
Environmental Engineer	Prepare the environmental risk assessment. Control and monitor water treatment systems and other related areas. Be a coordinator or auditor in Environmental Management System.	N/A	N/A	40,000	70,000
Factory Manager	Manage, monitor and supervise the production team to achieve company goals. Coordinate with other departments to support the production line.	N/A	N/A	50,000	100,000
Maintenance Engineer	Support and maintain the factory utility, facility systems and machines, also run the Plant Manager plan activity.	25,000	40,000	50,000	70,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Mechanical Engineer	Plan the preventive maintenance plan for machines and equipment. Monitor the electrical power supply system. Analyze and solve machine breakdown problems.	25,000	40,000	50,000	70,000
Production Engineer	Plan and control overall production process to ensure meeting customer's standards i.e. quality, cost and delivery.	25,000	50,000	N/A	N/A
Production Manager	Plan and monitor daily production volumes based on cycle times and availability as well as control product and process to ensure customer needs are met.	N/A	N/A	50,000	90,000
Project Engineer	Responsible for overall project management. Take care of projects' costs, quality and schedule.	30,000	40,000	45,000	60,000
Project Manager	Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.	N/A	N/A	50,000	65,000
Project Manager – Manufacturing	Manage manufacturing engineers, work schedules and budgets related to the design, integration and maintenance of manufacturing equipment and systems. This includes approving and overseeing the design and implementation process, as well as ensuring work is completed in the required time frame and budget requirements. This includes ensuring the equipment and systems adhere to safety requirements, as well as local, state and federal industry regulations.	N/A	N/A	50,000	65,000
Purchasing / Buyer / Procurement Engineer	Source and establish suppliers which are competitive in price, quality, service and consistency. Operate material purchasing to comply with production processes.	25,000	45,000	45,000	60,000
QA / QC Engineer	Solve quality related problems and maintain quality system toward quality policy and organization's objective.	25,000	40,000	40,000	80,000
Research & Development Engineer	Research and develop new products or improvement by information gathering, analysis, experiments and test runs.	25,000	50,000	N/A	N/A
Sales Engineer	Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.	25,000	45,000	45,000	60,000
Service Engineer / Technical Support	Install, troubleshoot, and maintain products/ equipment. Train employees, identify, analyze, and repair product failures, order and replace parts as needed. Determine and recommend which products or services best fit the customers needs.	25,000	45,000	50,000	100,000
System Analyst / Business Analyst	Perform system feasibility studies, analysis and design to meet users requirements. Work closely with programmers and software engineers.	25,000	40,000	40,000	80,000
System Engineer	Analyze, design, and provide configuration of server systems to clients.	25,000	40,000	40,000	90,000
Technical Consultant	Understand technical aspects of all products and solutions of company. Design, deploy and on-going administration and troubleshooting of systems.	25,000	40,000	45,000	100,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
<b>Finance</b>					
Credit Analyst	Analyze and create clients portfolio and approve clients' loan.	30,000	40,000	40,000	70,000
<b>Human Resource</b>					
Assistant Human Resource Manager	Manage, plan and develop HR strategies and HR functions for the expansion and development of the business. Assist HR Manager in managing all HR functions.	N/A	N/A	40,000	60,000
AVP - Human Resource	Provide strategic, consultative Human Resource support and leadership for assigned business unit. Identify and frame human resource issues and solutions to business problems by providing human resource expertise in implementing the strategic business direction and in determining the essential tactical human resources elements.	N/A	N/A	80,000	150,000
HR / Administrative Officer	Responsible for administrative functions and support related sections. Manage document support for related departments.	20,000	35,000	35,000	45,000
HRM Manager	Monitor and ensure overall HRM cover HR strategy and planning for staffing plan. Implement effective and suitable HR functions such as recruitment, performance management, compensation & benefit, HR policies and employee relations.	N/A	N/A	50,000	100,000
Human Resource Executive / Officer / Staff	Operate one or multiple HRM or HRD functions such as recruitment, training, compensation and benefits, payroll and welfare.	20,000	35,000	35,000	45,000
Human Resource Manager	Develop and implement HR policies and procedures. Responsible for the overall HR function such as recruitment, compensation and benefits and performance evaluation. Provide overall supervision for HR department.	N/A	N/A	50,000	120,000
<b>Information Technology</b>					
Help-Desk	Answer, resolve and/or escalate all calls routed through the Groups Help Desk system. Provide courteous service to all Group IT customers both on the telephone and whilst ensuring that all company standards are adhered too. Provide day-to-day operational support and on call support when required for IT users on a group site or remote sites within a region, covering hardware, software and local and wide area network.	25,000	40,000	50,000	70,000
IT Manager	Develop strategic plan for IT department. Handle IT projects such as IT budgets, standards procedures and overall IT performance. Coordinate between vendors, IT department and all users. Review the adequacy and allocation of IT resources in terms of funding, personnel, equipment and service levels.	N/A	N/A	50,000	100,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
IT Security Analyst / Engineer	In charge of the Information Security Management function. Design, implementation, operation and maintenance of the Information Security Management System. Perform a suitable information security awareness and security risk assessment. Involved in compliance monitoring and improvement activities to ensure compliance with internal security policies.	25,000	50,000	50,000	100,000
IT Support	Maintain, monitor and perform IT troubleshooting for end users.	25,000	40,000	40,000	80,000
Network Engineer	Design and implement network infrastructure including WAN, wireless network, routers, switches to meet business's requirements with suitable design and security.	25,000	35,000	35,000	50,000
Programmer	Responsible for developing and designing applications and Coding. Manage technical issues dealing with Developments.	25,000	40,000	40,000	70,000
Project Manager	Manage projects and responsible for budgets controlling, work plans and all Project Management Procedures.	N/A	N/A	50,000	70,000
Sales Coordinator (Technical)	Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.	25,000	40,000	N/A	N/A
Sales IT	Involve in supporting pre-sales activities by giving detailed information about technical specifications and the ways in which they could meet customer needs including demonstrate product's features before selling. Technical support, which follows the sale, may include problems solving or maximizing the use of software features, as well as advising on appropriate user training.	25,000	40,000	40,000	100,000
Sales Manager (IT)	Achieve sales over target. Responsible for sales of products, implement field force strategic planner and Business environment training. Align with marketing to implement marketing programs.	N/A	N/A	50,000	90,000
Software Engineer	Develop software and applications starting from analysis, design, coding, testing and training users.	25,000	45,000	45,000	70,000
System Analyst / Business Analyst	Perform system feasibility studies, analysis and design to meet users requirements. Work closely with programmers and software engineers.	25,000	45,000	45,000	60,000
System Engineer	Analyze, design, and provide configuration of server systems to clients.	25,000	45,000	45,000	70,000

## Marketing / PR

Assistant Marketing Manager	Assist Marketing Manager. Analyze budget plan, SWOT and monitor Product Management.	N/A	N/A	40,000	60,000
AVP - Sales & Marketing	Demonstrate ability to challenge, develop, and lead staff in pursuit of business plan objectives. Provide strategic input and assist in the development of the annual premium plan, department budget, and department business plan. Hold the Territory Managers accountable to report on marketplace intelligence. Facilitate agency reviews and oversee resulting actions. Create and oversee new business initiatives/programs and hold staff accountable for their success.	N/A	N/A	80,000	150,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Business Development Executive / Officer	Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.	20,000	35,000	35,000	55,000
Business Development Manager / Specialist	Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service/ channel development planning and management.	N/A	N/A	45,000	65,000
Marketing Coordinator / Assistant	Assist, support and provide back up to Marketing Manager in terms of marketing, media and CRM and events, production and PR activities.	18,000	30,000	30,000	45,000
Marketing Executive / Officer	Create and execute marketing strategy. Conduct market survey and assist in updating information. Assist in creating marketing materials, coordinate among the specialist trainer and schedule for seminars. Develop brand awareness and communication. Support Technical and Sale Executive Team for seminars and PR events. Participate to the marketing budget plan.	20,000	35,000	35,000	60,000
Marketing Manager	Manage and initiate marketing strategies of products or services. Responsible for press relations, develop marketing campaigns and deliver meaningful messages and visions of the company to consumers.	N/A	N/A	60,000	120,000
Marketing Researcher / Analyst	Conduct market research using both qualitative and quantitative approaches. Responsible for analyzing market trends.	25,000	40,000	40,000	70,000
Research & Development Officer	Research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.	20,000	35,000	N/A	N/A

## Purchasing / Procurement / Expenditure / Buyer / Merchandiser

Assistant Purchasing Manager	Provide technical support to the purchasing process and assign department staff with specific responsibility for processing bid and purchasing documents and materials. Respond to related inquiries and maintain vendor/source information and inventories.	N/A	N/A	40,000	55,000
Merchandiser	Formulate the policies for the areas in which they are responsible. Forecast sales for the forthcoming budget period and estimate consumer demand and the impact of changes in the retail environment. Guide and train buyers as and when the need arises. Inspire commitment and performance in the part of the buyers is necessary. Assess the merchandise performance and the buyer's performance.	25,000	40,000	N/A	N/A
Planning Executive/ Officer	Support management in strategic planning activities, strategy development, major decision-making, business reviews and operational reporting.	20,000	40,000	N/A	N/A
Procurement Officer	Monitor contractor performance and recommend contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Responsible for all of the goods and services that are purchased by a company. Source vendors, negotiate contracts and ensure prompt delivery.	20,000	40,000	N/A	N/A

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Purchasing / Buyer / Procurement Engineer	Source and establish suppliers which are competitive in price, quality, service and consistency. Operate material purchasing to comply with production processes.	25,000	45,000	45,000	60,000
Purchasing Executive	Monitor contractor's performance and recommend contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Responsible for all of the goods and services that are purchased by a company. Source vendors, negotiate contracts, and ensures prompt delivery.	20,000	40,000	N/A	N/A
Purchasing Manager / Plant Buyer	Conduct and manage the operations of procurement activities. Select and establish suppliers for the supply of resources required by Production at the lowest overall cost. Continuously monitor and set objectives to improve the performance and cost effectiveness.	N/A	N/A	50,000	70,000

## Sales

Account Executive	Maintain existing clients and bring in new clients. Build a strong relationship with concerned parties. Manage/execute sales plan to be successful as targeted.	20,000	40,000	40,000	60,000
Assistant Sales Manager	Develop/implement sales strategies and close supervision of team to achieve sales targets. Monitor target in terms of annual sales figures & support by motivate & boost up sales team member.	N/A	N/A	45,000	60,000
Business Development Executive / Officer	Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.	20,000	35,000	35,000	50,000
Business Development Manager / Specialist	Responsible for market and technology research, formulation of strategy, distribution channel analysis and development. Handle new service/ channel development planning and management.	N/A	N/A	50,000	100,000
Operation Manager	Manage and supervise operations team to achieve the company's objectives. Manage the improvement project or expansion project to increase process capability and efficiency. Coordinate with other functions in any related activities.	N/A	N/A	70,000	150,000
Sales & Marketing Director	Manage overall sales & marketing functions including strategic sales planning, corporate communications and business development. Work closely with the management team.	N/A	N/A	100,000	150,000
Sales & Marketing Executive	Manage their organization's sales and marketing activities. Plan, coordinate and implement marketing programs to identify and acquire new customers. Make sure that sales and marketing objectives align with overall company goals. Work with major customer accounts and oversee the creation of sales collateral. Build and maintain relationships with outside vendors, partners and distributors.	20,000	40,000	40,000	60,000
Sales & Marketing Manager	Train and supervise sales staff as well as establish territories and goals for sales teams. Review the market, help them to determine customer needs, sales volume potential and pricing schedules that will help meet company goals.	N/A	N/A	50,000	100,000

Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Sales Administrative Assistant	Provide administrative support to the sales department and coordinate with clients and other related departments.	18,000	35,000	N/A	N/A
Sales Administrator/ Sales Support	Responsible for all document issues. Coordinate with production and related departments. Support sales for the administrative function.	20,000	35,000	35,000	50,000
Sales Coordinator (General)	Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.	18,000	30,000	35,000	50,000
Sales Coordinator (Technical)	Provide support to the Sales team. Handle related document and process sales orders on a daily basis. Coordinate with clients on processes. Handle sales reports related to stock provision and stock reconciliations.	20,000	35,000	35,000	50,000
Sales Director	Manage overall sales channels and ensure the achievement of the defined sales targets and revenue. Analyze sales strategy and conduct marketing opportunity analysis to determine business growth.	N/A	N/A	100,000	150,000
Sales Engineer	Demonstrate usefulness of products or services to customers. Seek new customers and maintain good relationships with existing customers.	25,000	45,000	45,000	60,000
Sales Executive / Officer	Initiate and establish new accounts and maintain good relationships with existing customers with high level of customer satisfaction. Provide support for all sales processes. Coordinate and follow up with relevant parties to ensure that sales objectives and targets are achieved.	18,000	40,000	40,000	80,000
Sales IT	Involve in supporting pre-sales activities by giving detailed information about technical specifications and the ways in which they could meet customer needs including demonstrate product's features before selling. Technical support, which follows the sale, may include problems solving or maximizing the use of software features, as well as advising on appropriate user training.	25,000	40,000	40,000	100,000
Sales Manager	Achieve sales over target. Responsible for product selling. Implement field force strategic planner, targets and schemes for incentive setting and Business environment training. Align with marketing team to implement the marketing program.	N/A	N/A	50,000	120,000
Sales Manager (IT)	Achieve sales over target. Responsible for sales of products, implement field force strategic planner and Business environment training. Align with marketing to implement marketing programs.	N/A	N/A	60,000	120,000
Senior Sales Engineer	Establish and sell products to new accounts within assigned markets/territory and prepare / review proposals / tenders / quotations to prospective customers. Negotiate with customers within the specified guidelines.	N/A	N/A	40,000	60,000



Job Position	Job Description	Exp. 0-5		Exp. 5 up	
		Min	Max	Min	Max
Senior Sales Executive	Explore, identify and develop business opportunities. Build up market strategies to achieve corporate goals and objectives. Coordinate business information including needs analysis, product information and technical specifications with the retail business partners. Develop and implement sales strategies and plans. Build and maintain good relationships with business partners. Need to travel occasionally.	N/A	N/A	40,000	60,000
Senior Sales Manager	Responsible for developing and executing sales and marketing strategy and planning. Gather and analyze market information to expand business opportunity. Ensure budget and target are met.	N/A	N/A	70,000	150,000

## Supply Chain / Logistics

Import & Export Officer / Coordinator	Responsible for import & export procedures and coordinate between internal production, shipping agents and customers for documents & delivery.	25,000	40,000	N/A	N/A
Logistic Manager	Control and manage team in the Logistics Department.	N/A	N/A	55,000	100,000
Warehouse Manager	Manage and control inventory to ensure production continuity and material not out of stock. Inspect material receives and issues. Inventory control of all warehouse stock and verify all document relating to warehouse stock system.	N/A	N/A	50,000	90,000

## Technical / Manufacturing

Factory Manager	Manage, monitor and supervise the production team to achieve company goals. Coordinate with other departments to support the production line.	N/A	N/A	50,000	100,000
Production Engineer	Plan and control overall production process to ensure meeting customer's standards i.e. quality, cost and delivery.	25,000	50,000	N/A	N/A
Production Manager	Plan and monitor daily production volumes based on cycle times and availability as well as control product and process to ensure customer needs are met.	N/A	N/A	50,000	90,000

## Top Management

General Manager	General management for new company investments in Thailand. Handle all administrative and account duties besides the sales management.	N/A	N/A	70,000	150,000
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# Adecco Offices in Thailand

## **Adecco Consulting Ltd. (Head office)**

Central Plaza Chaengwattana (Tower Office)  
Unit no. 2005-8 Flr. 20  
99/9 Moo 2 Chaengwattana Rd,  
Bangtarad, Parkret, Nonthaburi 11120  
Tel: (66) 2832 3399  
Fax: (66) 2832 3300  
E-Mail : webmaster@adecco.co.th

## **Adecco Phaholyothin Recruitment Ltd.**

SM Tower (25th Floor)  
979/72-74 Phaholyothin Road, Samsennai  
Phayathai, Bangkok 10400  
Tel: (66) 2298 0170-80  
Fax: (66) 2617 0911  
E-Mail : phaholyothin@adecco.co.th

## **Adecco New Petchburi Recruitment Ltd.**

Italthai Tower (13th Floor)  
2034/60, 63-64 New Petchburi Road, Bangkapi,  
Huay Kwang, Bangkok 10310  
Tel: (66) 2716 1818  
Fax: (66) 2716 1234  
E-Mail : newpetchburi@adecco.co.th

## **Adecco Rama IV Recruitment Ltd.**

Abdulrahim Place, Unit 1003 (10th Floor)  
990 Rama IV Road, Silom,  
Bangrak, Bangkok 10500  
Tel: (66) 2636 1950  
Fax: (66) 2636 1949  
E-Mail : rama4@adecco.co.th

## **Adecco Human Capital Solutions**

Adecco International Consultants Limited  
Central Plaza Chaengwattana (Tower Office)  
Unit no. 2006-8 Flr. 20  
99/9 Moo 2 Chaengwattana Rd,  
Bangtarad, Parkret, Nonthaburi 11120  
Tel: (66) 2832 3333  
Fax: (66) 2832 3300  
E-Mail : HCS@adecco.co.th

## **Adecco Bangna Ltd.**

120 Ample Tower, 4th Floor, Room no.  
4/6 Moo 11, Bangna-Trad Road, Bangna,  
Bangkok 10260  
Tel: (66) 2348 3888  
Fax: (66) 2348 3880  
E-Mail : bangna@adecco.co.th

## **Adecco Eastern Seaboard Recruitment Ltd.**

Ratthakij Building (5th Floor)  
29/13 Moo 9, Sukhumvit Road, Nongprue  
Banglamung, Chonburi 20260  
Tel: (66) 3837 8173-6  
Fax: (66) 3837 8177  
E-Mail : esb@adecco.co.th

## **Adecco Engineering & IT**

Adecco Phaholyothin Recruitment Ltd.  
SM Tower (25th Floor)  
979/72-74 Phaholyothin Road, Samsennai  
Phayathai, Bangkok 10400  
Tel: (66) 2298 0234-40  
Fax: (66) 2298 0040  
E-Mail : eng-it@adecco.co.th

## **Adecco Japanese**

Adecco Phaholyothin Recruitment Ltd.  
SM Tower (25th Floor)  
979/72-74 Phaholyothin Road, Samsennai  
Phayathai, Bangkok 10400  
Tel: (66) 2298 0170-80  
Fax: (66) 2617 0911  
E-Mail : japan.th@adecco.co.th



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