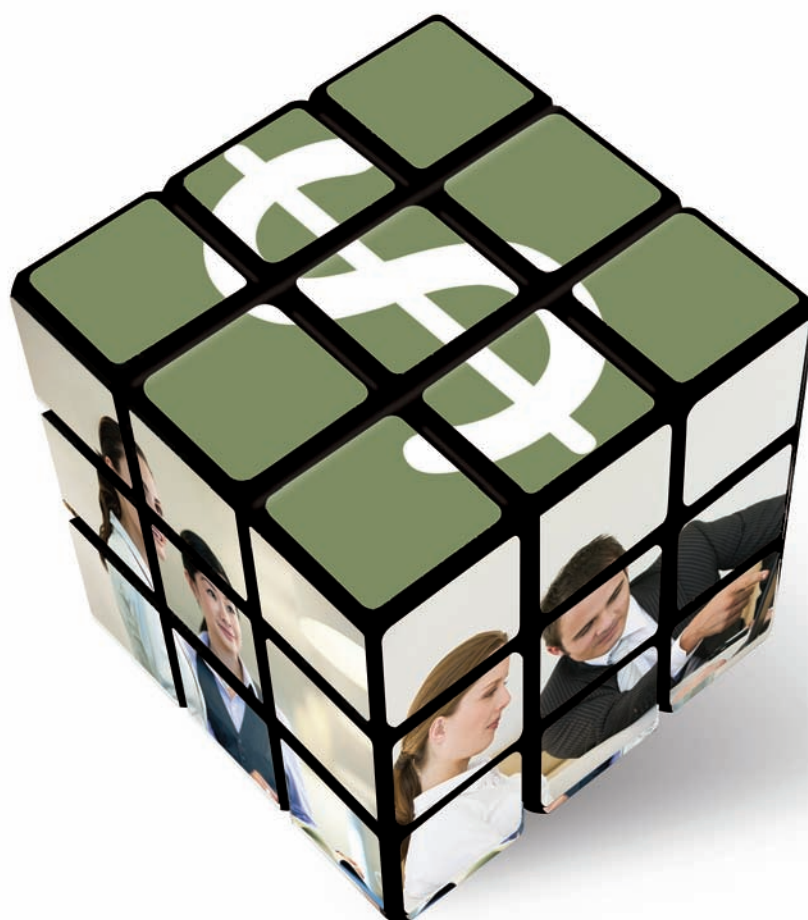




better work, better life



# Salary Guide 2009/2010

Welcome to the Adecco Thailand Salary Guide 2009/2010 and thank you for taking the time to reference this report.

2009 was both an interesting and challenging year for many companies both in Thailand and throughout the Asia Pacific region. The slowdown in the economy provided many organizations with the opportunity to strategically review their human resources and to streamline as required. We observed some companies in Thailand have begun to adopt a flexible workforce model – utilizing contract and temporary personnel to compliment their full time employees.

Although recruitment in some industries has been limited, Adecco Thailand has continued to see a demand for quality talent in the insurance, pharmaceutical, oil & gas and FMCG sectors, with each continuing to place an emphasis on attracting and retaining the right talent for business growth. We have also continued to see an on-going demand for professionals with experience in IT Applications, IT Systems, Business Engineering, Customer Service, Procurement, Marketing and Human Resources.

Looking forward to 2010, We anticipate that it will be a year of moving forward for many organizations in Thailand. Major restructuring and cost cutting initiatives have now taken place within many companies, and whilst these companies are still cautious of rising costs and overheads, they will want to reaffirm their position, both in Thailand and in international markets. 'Hiring', we hope, will be viewed as an 'investment' – rather than as a 'cost' – and we are confident that there will be a focus on new talent adding value immediately and contributing for the good of the organization that they are in.

2010 will also be an interesting year for those seeking a new position. Candidate flexibility and how job seekers approach the job market is very important in market conditions such as the ones we are experiencing now. We expect candidates to continue to be highly flexible in how they approach their job search – especially with regards expected compensation and benefits. Over the past twelve months we have witnessed candidates being very realistic about desired salaries and remuneration and being flexible in considering alternative work arrangements – such as contract positions. We have also seen job seekers continue to invest in their education and training and to learn new skills that will position them well when the market rebounds.

We hope that you find the Adecco Thailand Salary Guide 2009/2010 of interest and of use with your talent planning for 2010. If you require any additional information, or would like to discuss any specific parts of this survey, then please do not hesitate to contact us – we'll be happy to help.

Adecco. Better Work, Better Life.

Best regards,



*Tidarat K.*

Tidarat Kanchanawat,  
Country Manager  
Adecco Group Thailand

## About the Adecco Salary Guide

The salary guide is an annual publication produced by Adecco Group Thailand. The information provided are average salaries derived from positions that Adecco recruited through out the year 2009. The salaries exclude overtime payment, bonuses and other allowances.

## Content

### Part 1 : Salary Analysis 2009/2010

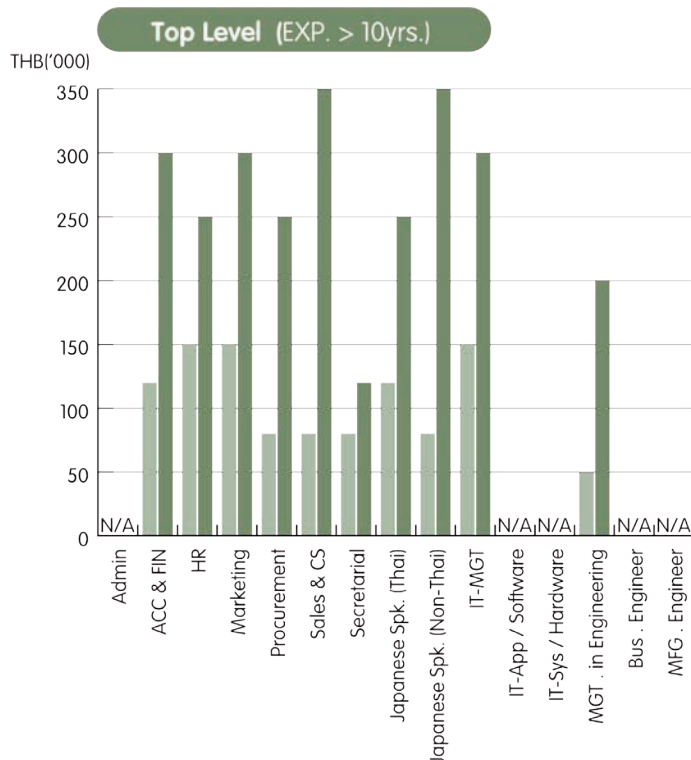
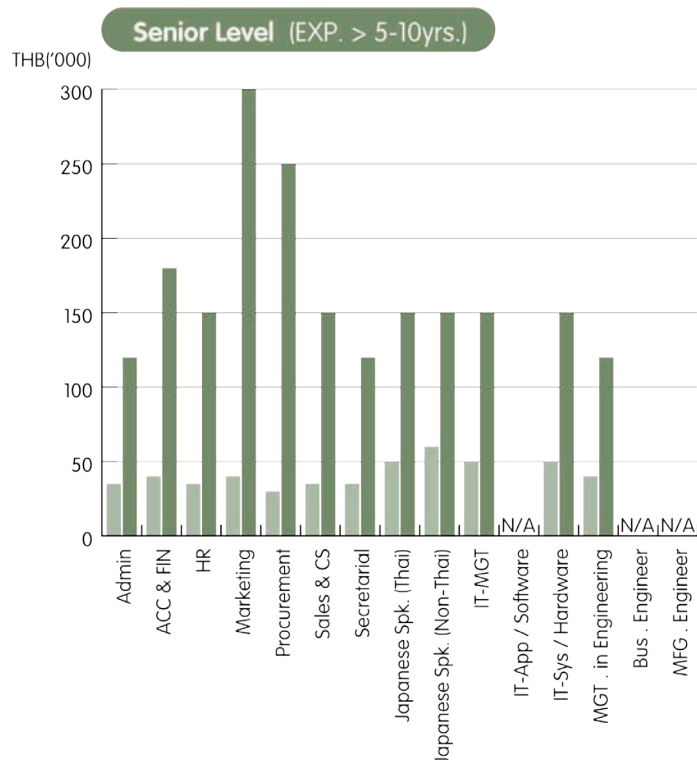
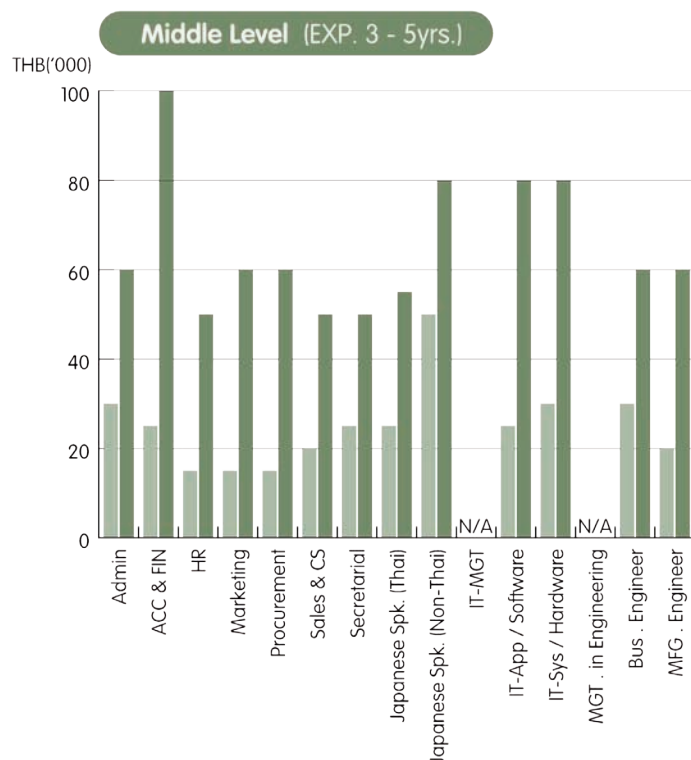
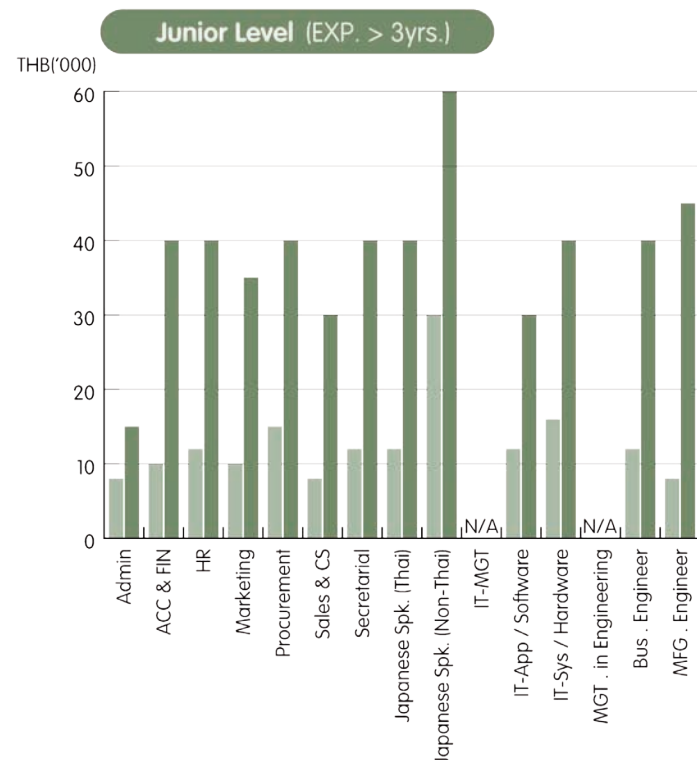
1.1 Salary comparison by positions	1
1.2 Salary comparison by industries	2
1.3 Change of market demand	3

### Part 2 : Salary Guide 2009/2010

2.1 Office Positions	4
2.2 Industries specific positions	12
2.3 Engineering & Technical positions	19
2.4 Information Technology Positions	22
2.5 Japanese speakers positions	24

# Part 1 : Salary Analysis 2009/2010

## 1.1 Salary comparison by positions

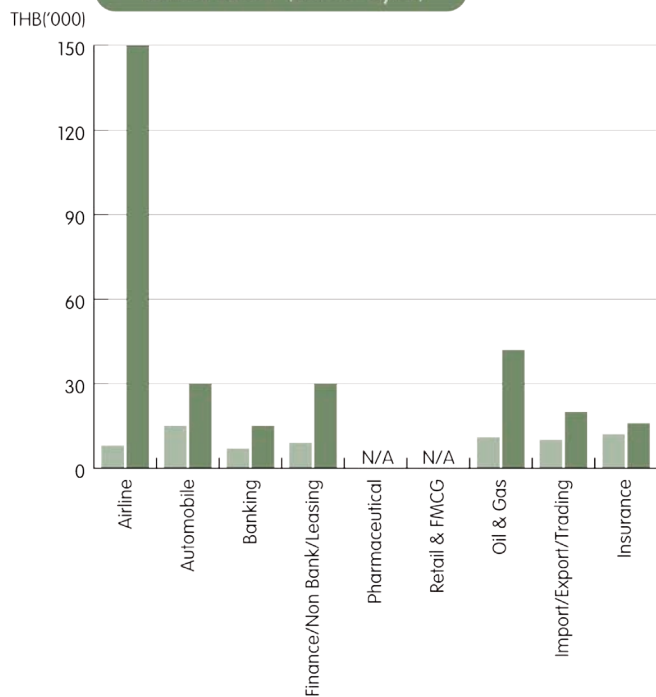


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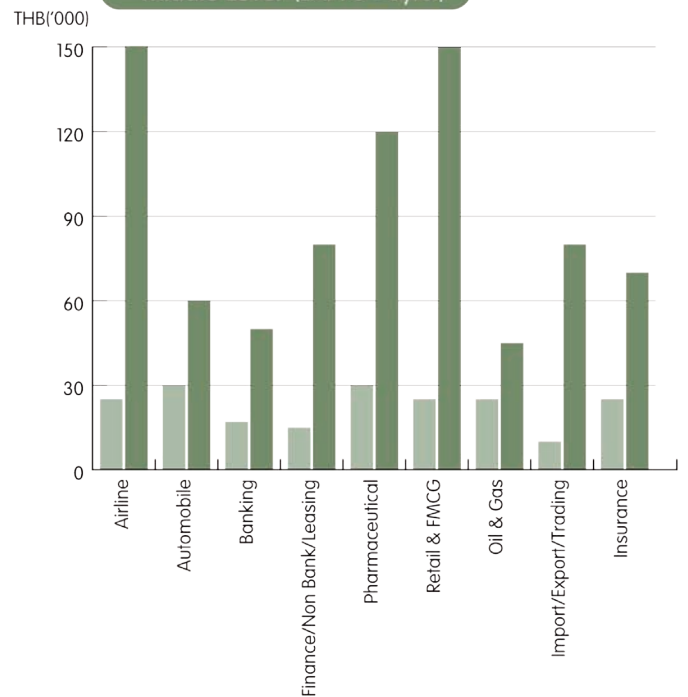
Source : Adecco Group Thailand

## 1.2 Salary comparison by industries

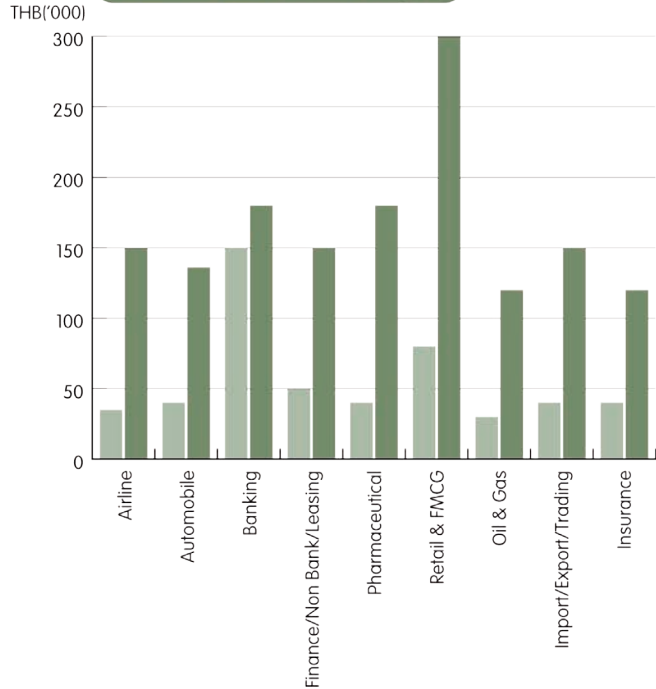
**Junior Level (EXP. > 3yrs.)**



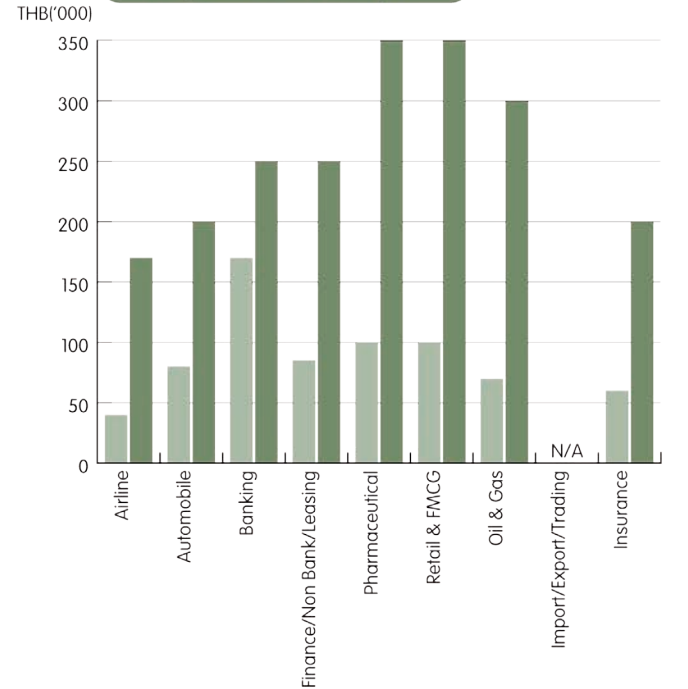
**Middle Level (EXP. 3 - 5yrs.)**



**Senior Level (EXP. > 5-10yrs.)**



**Top Level (EXP. > 10yrs.)**

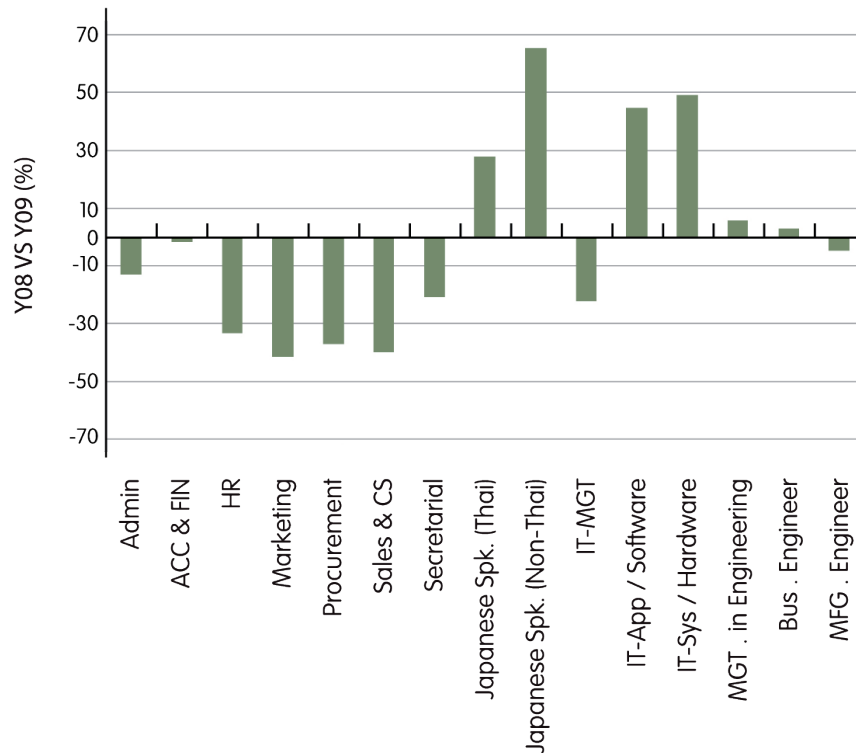


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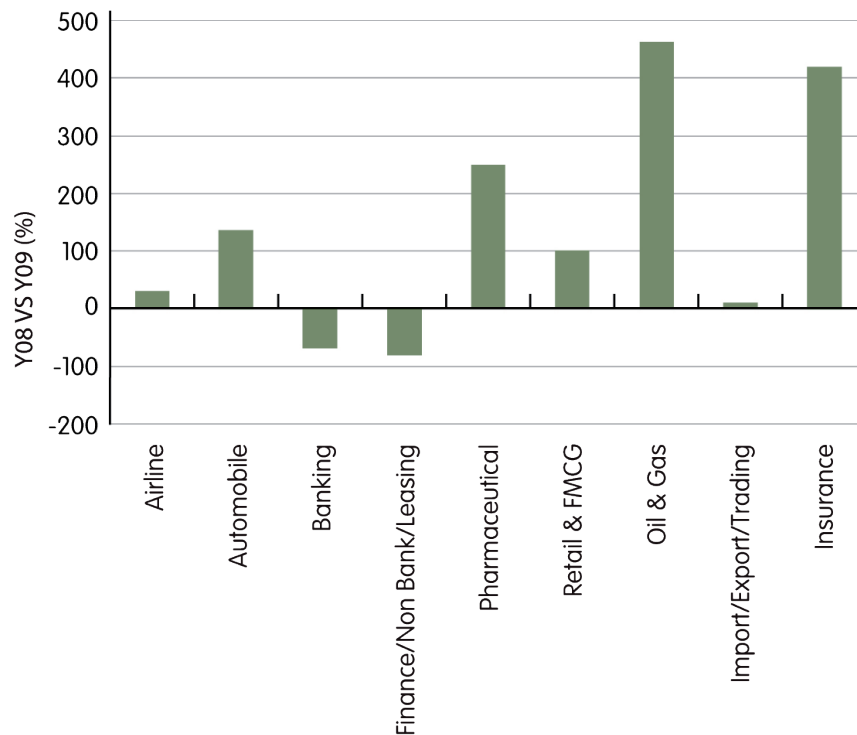
Source : Adecco Group Thailand

## 1.3 Change of market demand

Change of market demand 2008 VS 2009 (by Positions)



Change of market demand 2008 VS 2009 (by Industries)



Source : Adecco Group Thailand

## Part 2 : Salary Guide 2009/2010

### 2.1 Office Positions

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
Administration & Office Support					
Administrative Manager	Handle all administrative functions including office management and general affairs, supervise subordinates, formulate administrative policies. Be responsible in sourcing and purchasing section.	Degree	5+	40,000	120,000
Office Manager	Manage and control all documentation and Administrative department.	Degree/ Higher	5+	35,000	120,000
Senior Administrator	Responsible in administrative functions and support related section. Manage document support for related department. Report directly to Administrative Manager.	Degree	3-5	30,000	60,000
Administrative Assistant	Handle document and support functions, such as filing and other administrative functions. Coordinate with internal department.	Degree	0-5	12,000	40,000
Administrative officer	Responsible in administrative functions and support related section. Manage document support for related department. Report directly to Administrative Manager.	Degree	0-3	8,000	40,000
Receptionist	Responsible for greeting and welcoming guests, handling guest's enquiries and complaints, making outgoing calls and answering incoming calls. Arranging room for meeting, handling maids and messengers.	Diploma/ Degree	0-3	8,000	25,000
Executive Driver	Wash car in the morning, send the boss' children to school, come back to the house again fetch boss to the office and stand by at the office, do filing work. If boss needs to go out, send boss to an assigned destination.	Diploma	0-3	8,000	20,000
Driver (Goods/ Products)	Responsible for driving to assigned destination, running errands with good driving record and billing.	Diploma	0-3	8,000	15,000
Messenger/Dispatch	Responsible for mail delivery and collection. Motorbike license required and run simple errands.	Diploma	0-3	8,000	15,000
Data Entry	Operate data entry device, verify data and prepare material.	Diploma/ Degree	0+	8,000	15,000

### Accounting & Finance

Chief Financial Controller	Responsible for financial analyzing, business planning and forecasting. Manage and control finance, accounting and administration department. Ensure accuracy of accounting and financial report.	Master degree	10+	180,000	300,000
Financial Controller	Oversee the finance and accounting, treasury, budgeting, audit, tax, and purchasing. Responsible for cash flow management. Analyze and review financial statement, financial report and business trend.	Master degree	10+	120,000	300,000

Job Title	Job Description	Qualification	Experience (Year)	Salary offered Min      Max (Monthly Salary in ₺)	
Tax Consultant	Prepare monthly and yearly VAT and Corporate Income Tax, provide Tax advise to business unit and coordinate with Revenue Department.	Degree/ Higher	10+	150,000	280,000
Finance & Accounting Manager	Manage financial and accounting functions. Ensure accounting & financial compliance, tax planning, budgeting, reporting and operating expenses.	Master degree	8-10	100,000	150,000
Finance Manager	Set up accounting system, responsible for financial and accounting matters, timely and accurate reporting, instituting, reviewing and maintaining effective financial management systems and internal controls, Cashflow projection and management, Budgeting and variance analysis, Review key expenses, monitor inventory and recommend cost reduction.	Degree/ Higher	5-8	80,000	150,000
Accounting Manager	Ensure accuracy of accounting system, all management reports, internal and external report. Control and monitor daily transaction. Responsible for all accounting and tax matters.	Degree/ Higher	5-8	70,000	120,000
Internal Audit Manager	Assess of the adequacy & efficiency of risk management system of internal control and provide recommendation to mitigate associated risks.	Degree/ Higher	5+	80,000	180,000
Business Development Specialist / Manager	Generate new business. Conduct feasibility studies, financial analysis and valuation by using DCF, multiplier approach, etc.	Degree/ Higher	5+	60,000	120,000
Senior Investment Analyst	Perform detailed analysis of ROI investment data. Monitor key marketing investment accounts. Prepare planning, forecasting and monthly reporting process.	Degree/ Higher	5+	50,000	80,000
Assistant Accounting Manager	Manage and control overall accounting functions and monitor team performance.	Degree/ Higher	5+	50,000	70,000
Accounting&Finance Supervisor (CPA)	Handle all management report and involve with analysis tasks. Oversee all operation of finance and accounting, month-end closing, financial statement reports and reporting package. Maintain and update account code and assign cost center to each departments, projects and supervise team for running smoothly process.	Degree	5+	40,000	70,000
Risk Management Manager	Implement organization's risk management program. Develop system, policies and procedure for identification, collection and risk analysis.	Degree	3-5	40,000	100,000
Corporate Finance Specialist	Recommend strategy focus including financing strategy, F/X management strategy and short term investment strategy. Coordinate with subsidiaries and bankers.	Degree	3+	40,000	60,000
Accountant Project	Perform cost control activities, record and check expenditure. Monitor process of payment and prepare data for monthly cash call, withholding tax and income tax submission.	Degree	3+	30,000	60,000
Financial Analyst	Responsible for business plan development, handle feasibility study for new projects, create industry analysis and financial projection, advise and analyze product pricing.	Degree	2-5	30,000	60,000

Job Title	Job Description	Qualification	Experience (Year)	Salary offered Min Max (Monthly Salary in ₪)	
Senior Accountant	Responsible for full accounting transaction (A/P, A/R, G/L), balance sheet, financial statement and report. Consolidate financial reports to assist management analysis. Ensure all account transactions are accurate and timely.	Degree	3+	25,000	50,000
Costing Executive	Assist Factory Controller in supporting manufacturing management and decision making process. Responsible for cost improvement.	Degree	3+	25,000	35,000
Internal Auditor	Create auditing projects to assess the adequacy and continuous effectiveness of the control system, report finding, and make recommendations to the management and business units.	Degree	2-5	25,000	60,000
Account Executive/ Officer	Record all transactions. Prepare and submit VAT report. Assist in assets and inventory control and handle general accounting functions.	Degree	1-3	12,000	40,000
Account Receivable	Prepare invoice, receipt and tax invoice, follow up customer payment and prepare VAT report.	Degree	1-3	15,000	25,000
Accounting Assistant	Handle general accounting functions including account payable, account receivable and general ledger.	Degree	0-3	12,000	30,000
Junior Accountant	Record day-to-day transaction, prepare payment voucher, manage and calculate Tax and handle Bank reconciliation.	Degree	0-3	10,000	18,000

## Human Resources

Human Resources Director	Responsible for strategic HR planning and business direction. Plan, develop and evaluate HR functions. Develop appropriate policies and programs for effective management within organization.	Master degree	10+	150,000	250,000
Senior Human Resources Manager	Responsible for all HR functions including recruitment, compensation & benefits, organization development, employee relations and talent management.	Master degree	7+	100,000	150,000
Human Resources Development Manager/ Director (Regional)	Build foundations on corporate culture, Code of Conduct and Business Drivers. Design and develop regional policies and procedures to enforce the same standard practices.	Degree/ Higher	6+	100,000	150,000
Human Resources Manager	Develop and implement HR policies and procedures. Responsible for the overall HR functions such as recruitment, compensation and benefits, and performance evaluation. Provide the overall supervision of the HR department.	Degree/ Higher	6+	45,000	100,000
Assistant HR Department Manager	Manage, plan, and develop HR strategies and HR functions for the expansion and development of business. Assist HR Manager in managing all HR functions.	Degree/ Higher	3-10	35,000	120,000
Chief HR Officer	Handle overall Human Resources including recruitment, compensation and employee relations. Implement ISO 9001:2000 or other organization standard.	Degree	5+	35,000	50,000



Job Title	Job Description	Qualification	Experience (Year)	Salary offered Min Max (Monthly Salary in ₪)	
HR Generalist, HR Specialist	Oversee Recruitment, Training and other specialty departments.	Degree/ Higher	3+	25,000	50,000
Senior Human Resources Executive/ Officer	Provide hands-on support in all HR functions, including Recruitment & Selection, Compensation & Benefits, and Employee Relations & Communication.	Degree	2-5	15,000	50,000
Recruitment Officer	Responsible for the whole function of recruitment process which include sourcing, recruiting, selecting and hiring of all level of employment.	Degree	1-5	15,000	25,000
Human Resources Executive/Officer	Operate one or multiple general HR tasks such as recruitment, compensation and benefits, payroll, and welfare.	Degree	0+	13,000	25,000
Payroll Officer	Calculate and arrange payment of staff salaries and wages.	Diploma/ Degree	0-3	13,000	30,000
National Sales Training Manager	Analyze and identify key competencies and develop trainings to meet business needs. Co-train managerial courses with HR.	Degree/ Higher	5+	50,000	100,000
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 skills and technical skills.	Degree/ Higher	5+	40,000	100,000
Training Executive/ Officer	Administer training activities , prepare the training plan & budget, and arrange all training logistics. Coordinate with HR & Campus activities.	Degree	1-5	12,000	40,000

## Marketing

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 launches. Engage with product teams on the launch and lifecycle management of products including development of key deliverables. Work closely with top management.	Degree/ Higher	10+	150,000	300,000
Marketing Manager	Responsible for press relations, develop marketing campaign and deliver meaningful messages and visions of the company to consumers .	Degree/ Higher	8-10	75,000	300,000
Assistant Marketing and Manager	Assist and support Marketing Manager in creating budget plan analysis, SWOT, and product management.	Master Degree	5+	50,000	150,000
Public Relations/ Corporate Communications Manager	Oversee marketing communications activities. Advertise and promote brand and company's image which align with business direction and brand's marketing strategies through various sources of media. Coordinate with PR for events and activities.	Degree in Marketing	5+	40,000	100,000
Senior Marketing Officer	Control, manage, and delegate task to team members. Responsible for events and projects assigned.	Degree	3+	30,000	60,000

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	(Monthly Salary in B)	Min
Marketing Executive	Create and execute marketing strategy. Conduct marketing survey and update information. Assist in creating marketing materials, coordinate among the specialist trainer and schedule for seminars. Develop brand awareness and communication strategy. Support Technical and Sale Executive Team in seminars and PR events. Participate in marketing budget plan.	Degree in Marketing	2-5	20,000	50,000
Public Relations/ Corporate Communications Executive	Execute communication activities, assist the Public Relations/ Corporate Communications Manager in implementing general PR / communication activities include PR events.	Degree	1-5	15,000	55,000
Marketing Officer	Handle all marketing activities, events, products and brands.	Degree	0+	10,000	30,000
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.	Degree	0-3	10,000	35,000

## Procurement

Purchasing Director (MNC)	Create and implement a strategic procurement vision which will add value across the business and generate bottom line savings.	Master Degree	10+	100,000	250,000
Purchasing Manager (MNC)	Conduct and manage the operations of one or several division's procurement activities in a relatively large organization.	Master Degree	10+	80,000	250,000
Purchasing Manager /Plant Buyer	Conduct and manage the operations of procurement activities. Select 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 of the suppliers, plan Material requirement, maintain accurate procurement data in all pertinent system, study market trends and recommend new strategies to meet business objectives.	Degree/ Higher	7+	60,000	250,000
Senior Buyer	Ensure procurement material requirements. Responsible for Purchasing productivity, Suppliers analysis, Service improvement and Contract Execution.	Degree/ Higher	5+	40,000	100,000
Senior Procurement Officer	Assist and manage procurement team.	Degree/ Higher	3+	30,000	60,000
Procurement Officer	Handle all purchase, procurement in manufacturing areas.	Degree in related field	1+	15,000	40,000
Assistant Purchasing Manager	Provide knowledge of all organizational and governmental rules that effect purchasing activities to organization staff member and vendor. Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes. Make recommendations for development or revision of internal procurement procedures.	Degree	5-7	30,000	100,000

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
				(Monthly Salary in ₺)	
Senior Purchasing 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. Compare suppliers' bills with bids and purchase orders in order to verify accuracy and approve bills for payment.	Degree	3-5	15,000	60,000
Purchasing Officer	Prepare purchase order and liaison between suppliers and related department. 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.	Degree	1-3	15,000	25,000

## Sales & Customer Service

Sales Director	Manage overall sales channels and ensure the achievement of the defined sales target and revenue. Analyze sales strategy and conduct marketing opportunity analysis to determine business growth.	Master degree	10+	100,000	350,000
Regional Sales Manager	Responsible for Sales and Marketing strategies. Manage existing dealers and expand business network. Report to Sales Director and Regional Office.	Master degree	10+	80,000	300,000
National Channel Sales Manager	Responsible for national sales target of the company. Operate and monitor sales team in country level. Set up all strategies and directions for business development plans.	Degree in Marketing	10+	100,000	200,000
Senior Sales Manager	Responsible for developing and executing sales and marketing strategy and planning. Gather and analyze market information to expand business opportunity. Ensure that budget and target are achieved.	Master degree	7-10	50,000	120,000
Customer Service Manager	Manage overall functions in customer service department. Monitor and ensure customer satisfaction. Handle customer's complaint and provide solutions to meet customer's expectation.	Degree	5+	40,000	80,000
Sales Manager (Subscription)	Develop customer/subscriber base, tapping new subscribers. Enhance the growing retention rate of customers/subscribers. Train, coach and manage a team of telemarketers. Design and implement strategic marketing programs to identify new customers. Handle admin issues in the office. Report to Sales Director.	Degree/ Higher	5+	80,000	120,000
Sales Manager	Increase sales volume and manage team.		5+	50,000 + commission	80,000 + commission
Sales Operations Manager	Provide sales operation consulting to the team. Create channel service strategy. Develop, collect and analyze sales through data and metrics. Develop system to audit on selling procedure.	Degree/ Higher	5+	35,000	50,000

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
(Monthly Salary in ₪)					
Assistant Sales Manager	Manage sub-distributor, key wholesaler & retail network on performance. Develop and implement sales strategies and provide close supervision of team to achieve sales target.	Degree/ Higher	5+	35,000	150,000
Senior Sales Executive	Explore, identify and develop business development opportunities. Build up market strategies to achieve corporate goals and objectives. Coordinate business information include 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.	Degree	3+	20,000 + commission	50,000
Account Executive	Contact existing and new clients. Build strong relationship with concerned parties. Manage and execute sales plan to successfully achieve the target.	Degree	2-3	20,000	35,000
Sales Executive	Initiate and establish new account and maintain good relationship with existing customers with high level of customer satisfactions. Provide support for all sales processes in preparation of correspondences, proposals and contracts. Coordinate and follow up with relevant parties to ensure that sales objective and target are achieved.	Degree	0-3	8,000 + commission	30,000 + commission
Customer Service Executive/Order Administrator	Assist the Department Manager on the customer service functions include receiving and processing sales orders, delivery tracking and monitoring, communicating and updating to customers, preparing job orders, coordinating with operation departments, preparing reports and handle complaints and deal with related documentation tasks.	Degree	0-3	15,000	25,000
Sales Coordinator	Provide support to Sales team. Handle related document and process sales orders on daily basis. Coordinate with clients on the process. Handle sales reports related to stock provision and stock reconciliations.	Degree	0-3	12,000	30,000
Customer Service	Responsible for greeting and welcoming customers, provide best service to customers and handle inquiries & complaints.	Diploma/ Degree	0-2	8,000	30,000
Sales Administration Assistant	Provide administrative support to the sales department and coordinate with clients and other related departments.	Degree	0-3	13,000	25,000
Call Center	Manage incoming and outgoing calls. Provide service and information to customers. Handle inquiries and complaints.	Diploma/ Degree	0-2	8,000	22,000
Telesales/ Telemarketers	Present product information to clients through calls. Contact and approach customer to achieve the target sales service.	Diploma/ Degree	0-2	8,000 + commission	20,000 + commission

Job Title	Job Description	Qualification	Experience (Year)	Salary offered	
				Min	Max
(Monthly Salary in ₧)					
Secretarial					
Office Manager	Coordinate and provide general administrative support to all departments. Handle supplier contract management and some accounting tasks (tax, invoice, payroll). Maintain company's documents and office properties.	Degree	10+	80,000	120,000
Executive Secretary / PA	Support top Management. Handle confidential matters. Responsible for secretarial tasks, appointment arrangement, travel arrangement and other tasks as assigned.	Degree	5+	35,000	120,000
Senior / Department Secretary	Provide admin support, handle secretarial tasks such as minute taking, meeting and appointment arrangement, presentation preparation, correspondences, screen calls & mails, travel arrangement and office management for the department.	Degree	3-5	25,000	50,000
Secretary	Responsible in Secretarial function, such as travel arrangement, schedule planning, hotel and ticket reservation and any others tasks as assigned by manager.	Degree	1-3	15,000	40,000
Junior 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.	Degree	0-3	12,000	30,000

## 2.2 Industries

Job Title	Job Description	Qualification	Experience	Salary offered Min	Max
			(Year)	(Monthly Salary in B)	
Airline					
Instructor I (Cabin & Service)	Provide service and safety to all cabin crew .	Diploma/ Degree	10	40,000	170,000
In-Flight Manager	Manage and control overall operation during the flight. Ensure the performance of a team of flight attendant.	Diploma/ Degree	5+	35,000	120,000
Cabin Senior, Cabin Service Director, Purser	Manage and solve the problem in the cabin.	Diploma/ Degree	3+	25,000	90,000
Operation Control Center Manager	Coordinate with all department both internal and external for daily flight operation, handle cost saving for aircraft rotation planning, liaise with charterer of flight slot, Fuel and Ground Handling agent.	Degree/ Higher	3+	60,000	80,000
Flight Attendant	Responsible for inflight safety and services. Ensure 100% compliance of safety procedure, provide service to the passenger by complying the airline’s service procedure.	Degree	0-3	15,000	150,000
Customer Service Coordinator	Handle the flight preparation (editing and close out), coordinate with internal and external people, special cases preparation, communicate to technical crew and cabin crew, A/C loading, etc.	Degree	1-3	9,000	40,000
Customer Service Agent	Handle passenger’s queries regarding the flight and travel document, process the check-in, inspect the travel document, handle lost and found issue.	Degree	0-1	8,000	20,000
Automobile					
Plant Manager	Responsible for all aspects in manufacturing including production, safety, quality, cost management, supply chain, and customer service.	Master degree	10+	80,000	200,000
Engineering Manager	Manage and supervise Engineering team, responsible for all engineering operations relating to preventive and corrective maintenance of production machinery and equipment.	Degree in Engineering	5-10	60,000	100,000
Quality Manager	Manage, implement and maintain quality system in factory.	Degree in Engineering	5-10	60,000	100,000
Production Manager	Plan and monitor daily production volume based on cycle time and availability, control the product and process to ensure meeting customer’s standards.	Degree in Engineering	5-10	40,000	100,000
Purchasing Manager	Manage and lead the integrated country purchasing organization in order to add-value to operations.	Degree in Engineering	5-10	60,000	100,000
Planning Manager	To perform and be responsible to generate production plan according to MPS for forming, chlorination and packaging on monthly, weekly and daily basis.		5-10	60,000	136,000

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
				(Monthly Salary in ₺)	
Senior Purchasing Engineer	Source for both local & overseas suppliers of automotive parts and materials for production and exportation, run cost reduction and price negotiation.	Degree in Engineering	3-5	30,000	50,000
Senior Supplier Quality Engineer	Support internal's suppliers in the area of quality, perform supplier development and quality control.	Degree in Engineering	3-5	30,000	60,000
Production Supervisor/Chief	Supervise production team to achieve company's goal. Coordinate with other departments to support production line.	Degree in Engineering	3-5	30,000	50,000
Production Engineer	Control and improve process capability in all manufacturing line.	Degree in Engineering	0-2	18,000	30,000
Quality Engineer	Maintain and improve quality control system and manage Quality Document Control.	Degree in Engineering	0-2	18,000	30,000
Purchasing Engineer	Handle both of Domestic and international purchasing function and control purchasing document to apply with ISO/TS 16949.	Degree in Engineering	0-2	20,000	30,000
Maintenance Engineer	Support and maintain factory utility, facility system and machines, run PM plan activity.	Degree in Engineering	0-2	18,000	30,000
Design Engineer	Responsible for design and developing product according to the specification from customer and supplier. Provide contact for all engineering issues including new product design.	Degree in Engineering	0-2	15,000	25,000

## Banking

Compliance Manager	Ensure all business units comply with bank policy.	Degree/ Higher	10+	170,000	250,000
Risk Manager	Analyse and manage portfolio delinquency and loss rates. Responsible for delivering credit losses within the plan.	Degree/ Higher	8+	60,000	150,000
Senior Relation Manager	Expand business with prospect and existing client and prepare credit proposal. Develop and execute market plan.	Degree/ Higher	6-10	55,000	150,000
Trader	Handle for selling FX, Swap and Forward Contract.	Degree/ Higher	6-10	80,000	180,000
Senior Credit Analyst	Analyst customer portfolio, approve for credit loan and monitor and advice team.	Degree/ Higher	6+	50,000	>80,000
Fund Manager (CFA HOLDER)	Conduct industry and company analysis to develop and support investment strategy and monitor for investment return and benchmark.	Degree/ Higher	5-10	60,000	150,000
Relationship Manager	Expand business with prospect and existing client and prepare credit proposal. Develop and execute market plan.	Degree/ Higher	2-5	20,000	50,000
Trade Finance Officer/Executive	Responsible for opening letter of Credit and handle import/export documents.	Degree/ Higher	2-5	17,000	35,000
Risk Management	Analyze and manage portfolio delinquency and loss rates.	Degree/ Higher	2-5	18,000	50,000

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
Credit Analyst	Analyst customer portfolio and approve for credit loan.	Degree	2-5	17,000	35,000
Branch Manager	Monitor for branch operation and staff performance. Handle branch target.	Degree/ Higher	5+	40,000	55,000
Settlement/ Operation Officer	Monitor day-to-day operation.	Degree	2-5	18,000	40,000
Compliance Officer	Monitor and ensure all business units comply with Bank & BOT regulations.	Degree/ Higher	2-5	17,000	40,000
Telesales	Approach prospect customers via phone to sell banking products.	Diploma/ Degree	0-2	7,000	12,000
Personal Financial Officer	Responsible for approaching prospect clients and handle sales target.	Degree	0-2	8,000	15,000
Call Center	To response and provide general information to customer's enquiries.	Diploma/ Degree	0-2	7,000	12,000

### Finance/Non Bank/ Leasing

Chief Financial Controller	Responsible for financial analysis, business planning and forecasting. Manage and control finance, accounting and administration department. Ensure accuracy of accounting and financial report.	Master degree	10+	150,000	250,000
Financial Controller	Oversee the finance and accounting, treasury, budgeting, audit, tax, and purchasing activity. Responsible for cash flow management. Analyze and review financial statement and financial report.	Master degree	10+	120,000	170,000
Head of Marketing	Create marketing campaign and monitor marketing trend and control risk.	Degree/ Higher	10+	85,000	250,000
Finance Manager	Responsible for taxation, internal and external audit. Prepare financial statement, managerial reports and tax plan.	Master degree	5-10	60,000	120,000
Finance & Accounting Manager	Manage financial and accounting functions. Ensure accounting and financial compliance, tax planning, budgeting, reporting and operating expenses.	Master degree	5-10	60,000	150,000
Marketing Manager	Create marketing campaign and expand market, source and approach new prospect clients. Coach marketing team to achieve target.	Degree/ Higher	5-10	50,000	150,000
Collection Manager	Create collection program and manage team to achieve target.	Degree/ Higher	3-5	45,000	80,000
Senior Credit Analyst	Analyze and create clients portfolio and approve clients' loan.	Degree/ Higher	3-5	40,000	80,000
Marketing Executive	Source and approach new prospect clients, analyze clients portfolio and expand market.	Degree/ Higher	3-5	20,000	45,000
Collection Supervisor	Control and supervise collection team, create script and drive team to achieve target.	Degree/ Higher	3-5	15,000	50,000
Credit Analyst	Analyze and create clients portfolio and approve clients' loan.	Degree/ Higher	3-5	20,000	40,000
Marketing Officer	Prepare and manage document to support marketing team and collect data information.	Degree	0-3	13,000	30,000



Job Title	Job Description	Qualification	Experience	Salary offered	
				Min	Max
			(Year)	(Monthly Salary in B)	
Collection Officer	Follow up client loan and prepare collection report.	Degree	0-3	9,000	20,000

## Pharmaceutical

Medical Director	Responsible for company's development and create strategic clinical relationship with doctors and physicians. Provide strong effective clinical leadership and advice to inform corporate decisions.	Master Degree	10+	200,000	350,000
Regulatory Affairs Manager	Manage regulatory affairs regarding product registration including prepare product information and submit registration documents to FDA.	Degree/ Higher	5+	50,000	100,000
Sales and Marketing Director	Manage overall sales & marketing functions including sales strategic planning, corporate communications and business development. Work closely with management team.	Master Degree	10+	100,000	300,000
Sales Manager	Ensure that sales objective and target is achieved. Responsible for sales of products, Implement field force strategic planner, Target and scheme incentive setting, Business environment training, Aligned with marketing to implement marketing program.	Degree/ Higher	5-10	40,000	180,000
Senior Product Manager	Responsible for planning, strategic marketing, implementing activities and allocation budget for the assigned product.	Degree in Pharmaceutical	5-10	60,000	80,000
Brand Manager	Have ownership for the marketing plan for key brand(s). Full P&L responsibility for brand in development of Product, Advertising, Research, etc.	Degree/ Higher	5+	50,000	70,000
Product Manager	Responsible for planning, strategic marketing, implementation of activities and budget allocation for the assigned product.	Degree in Pharmaceutical	3-5	30,000	120,000

## Retail & FMCG

Marketing Director	Manage overall marketing functions including strategic planning, corporate communications and business development. Work closely with management team.	Degree/ Higher	10+	100,000	350,000
Sales Director	Manage overall sales channels and ensure the achievement of the defined sales target and revenue. Analyze sales strategy and conduct marketing opportunity analysis to determine business growth.	Master degree	10+	100,000	300,000
Group Brand Manager	Responsible for overall brand management and profit & growth of multiple brands.	Degree/ Higher	5-10	80,000	300,000
Group Key Account Manager	Supervise Key Account Managers to achieve best result. Monitor the overall performance of each account and ensure overall target is achieved.	Master degree	5-10	100,000	200,000
Brand Manager	Responsible for overall brand management and profit & growth of particular brand.	Degree/ Higher	3-5	50,000	150,000

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
Key Account Manager	Responsible for sales target of products through the assigned modern account. Develop account plans, trade terms and promotional activities.	Degree/ Higher	3-5	25,000	100,000
Trade Marketing Manager	Responsible for channel plans development and implementation, category management, promotional planning, execution & evaluation. Develop, launch activities and trade presentation.	Degree/ Higher	3-5	50,000	100,000

## Oil & Gas

Safety Manager	Responsible for all EHS activities in strategic level. Facilitate compliance with EHS Management System.	Master Degree	10+	80,000	300,000
Project Manager	Responsible for overall project management. Take care of projects' costs, quality and schedule.	Master Degree	10+	80,000	150,000
Construction Manager	Responsible for overall Construction project work. Take care of construction's cost, quality and schedule.	Master Degree	10+	70,000	120,000
Senior Process Engineer	Supervise team and modify process line. Increase productivity by using I.E. techniques.	Degree in Engineering	5-10	30,000	70,000
Senior Project Engineer	Responsible for overall project management. Take care of projects' costs, quality and schedule.	Degree in Engineering	5-10	30,000	70,000
Senior Mechanical Engineer	Prepare General specifications, Equipment Data Sheet, Drawings, Piping specification and Technical bid. Supervise subordinates team.	Degree in Engineering	5-10	30,000	80,000
Senior Piping Engineer	Provide engineering support to shop floor on piping/ mechanical fabrication/installation.	Degree in Engineering	5-10	40,000	70,000
Senior Pipeline Engineer	Prepare and check for pipeline deliverables such as Reports, Material Take-Offs, Calculations, Specifications and Drawings. Supervise subordinates team.	Degree in Engineering	5-10	30,000	70,000
Senior Structural Engineer	Prepare and check for Structural deliverables including; Reports, Material Take-Offs, Calculations, Specifications, Drawings and Weight Control. Supervise subordinates team.	Degree in Engineering	5-10	35,000	65,000
Asset Transaction Specialist	Analyze and verify value of property to sell to investors or buyer. Negotiate to sell facilities. Coordinate with country team to identify workflow and asset shifts. Finalize contract with buyer.	Degree/ Higher	5-10	50,000	100,000
Structural Engineer	Prepare and check for Structural deliverables including; Reports, Material Take-Offs, Calculations, Specifications, Drawings and Weight Control.	Degree in Engineering	3-5	25,000	45,000
Pipeline Engineer	Prepare and check for pipeline deliverables such as Reports, Material Take-Offs, Calculations, Specifications and Drawings.	Degree in Engineering	3-5	25,000	45,000
Process Engineer	Initiate and modify process flow to maximize process capability.	Degree in Engineering	0-3	15,000	38,000
Project Engineer	Responsible for overall project management. Take care of projects' costs, quality and schedule.	Degree in Engineering	0-3	17,000	38,000
Mechanical Engineer	Prepare General specifications, Equipment Data Sheet, Drawings, Piping specification and Technical bid.	Degree in Engineering	0-3	18,000	38,000

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
Piping Engineer	Provide engineering support to shop floor on piping/mechanical fabrication/installation.	Degree in Engineering	0-3	15,000	38,000
Safety Officer	Control working environment, take care of safety activity. Provide working method to other department.	Degree in Engineering	0-3	15,000	42,000
Field Operator	Control and monitor all equipment in plant.	Degree in Engineering	0-3	11,000	22,000
Accounting Analyst	Performs duties related to fixed-asset accounting, bank reconciliation, cost allocation, account closing, financial accounting and balance sheet accounts reconciliation.	Degree	0-1	24,000	30,000

## Import / Export / Trading

Customs Clearance Manager	Develop EDI and eBBML (Paperless system), and HS tariff Code. Responsible for all customs formality such as BOI, EPZ, and Harmonization code. Control all import-export activities. Coordinate and negotiate with customs authority and other parties in Thai and English.	Degree/Higher	5+	60,000	120,000
Logistics Manager	Control and manage team in Logistics department.	Degree/Higher	5+	50,000	120,000
Export Manager	Organize the import-export operational structure, ensure a consistently high standard of performance from import&export operations employees (which is achieved by organisation; good teamwork; effective communication; consistent positive results and continuous improvement). Manage and control costs, whilst ensuring import-export operational service & quality standards are continuously met. Ensure all retrievals from airport/despach are achieved timely in order to ensure connectivity with relevant linehauls.	Degree	5+	40,000	100,000
Senior Import-Export Officer	Control all Export & Import Documents. Support Logistics Information, Customs Formalities. Coordinate with overseas Customer and Supplier for Export & Import Regulations. Direct Import-Export Staff.	Degree	3-5	20,000	80,000
Logistic Supervisor	Supervise subordinate and handle logistics process.	Degree	3-5	20,000	80,000
Sales Manager	Report to Sales Director/Manager. Source new prospect and maintain existing clients. Responsible for achieving sales target.	Degree/Higher	5+	50,000	150,000
Sales Executive	Sourcing prospect customers and maintain existing clients.	Degree	3-5	10,000	40,000
Marketing Executive	Identify prospect customers and create the marketing plan and coordinate with clients.	Degree	3-5	10,000	50,000
Senior Customs Officer	Responsible for Customs Clearance. Deal with government departments.	Diploma/Degree	3-5	10,000	45,000

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
Logistics officer	Contact with Customs.	Degree	1-2	10,000	18,000
Import Officer	Responsible for importing raw material. Arrange delivery for domestic user.	Degree	1-2	10,000	20,000
Export Officer	Prepare B/L, AWB, PI, PL. Coordinate with customer for the shipment.	Degree	1-2	10,000	20,000
Sales Coordinator/ Sales Admin/ Sales Support	Provide sales administration and customer service. Liaise with production, documentation and related departments/ Support sales & marketing.	Degree	0-3	10,000	20,000
Customs Officer	Responsible for Customs Clearance. Deal with government departments.	Diploma/ Degree	1-2	10,000	18,000

## Insurance

Director/ General Manager	Responsible for operations Management functions include administration and supervision of team. Identify business opportunities in line with corporate objectives. Develop and implement marketing plans.	Degree/ Higher	10+	100,000	200,000
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 proposition to meet with bank service agreements and achieve clear business goals.	Diploma/ Degree	10+	60,000	150,000
Head of Internal Audit	Plan and develop Internal Audit. Manage Internal Audit Activity and Resources.	Degree/ Higher	8+	50,000	120,000
Business Development Manager (Business Analyst)	Coordinate with all parties on business development functions to develop and improve all group insurance administration and operation procedures and processes.	Degree/ Higher	7+	50,000	70,000
Group Insurance Marketing (AVP)	Develop and implement sales and marketing strategies, monitor and analyze marketing activity of marketing team with company's goals. Recommend marketing policy to encourage maximum sales activity.	Degree/ Higher	5+	70,000	100,000
Claim Manager	Responsible for the claims project. Manage and coordinate with the claim team for all claim matters.	Degree/ Higher	5+	45,000	65,000
Underwriting (Assistant Manager)	Consider proper coverage and rate. Analyze statistics in relation to loss ratio and underwriting rate.	Degree/ Higher	5+	40,000	50,000
Group Insurance Marketing (Supervisor)	Responsible for new business acquisitions and group plan designing. Manage marketing and sale support activities.	Degree	3+	30,000	35,000
Product Development Manager	Initiate new product and analyze data and statistics.	Degree/ Higher	3-5	30,000	70,000
Customer Service	Provide and response the client inquiries.	Degree	3+	25,000	35,000
Claim Assessor (Nurse)	Provide hospital relation of medicare service and follow up claims.	Degree	1	12,000	16,000

## 2.3 Engineering & Technical positions

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
Management					
Plant Manager / Factory Manager	Responsible for all aspects in manufacturing including production, safety, quality, cost management, supply chain, and customer service.	Master degree	10+	60,000	200,000
Senior Supply Chain Manager	Manage supply chain and logistics operation to serve factory requirements in order to achieve lowest operation cost and highest efficiency.	Master degree	10+	50,000	180,000
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.	Master degree	10+	60,000	150,000
Sales & Marketing Manager	Train and supervise sales staffs, establishing territories, goals, for sales teams. Review market analyses, help team to determine customer needs, sales volume potential, and pricing schedules that will meet company goals.	Master degree	10+	60,000	150,000
Business Development Manager	In charge in sales & business development, Market research activities, development and negotiation of contracts, establishment and maintenance of customer relationships, financial controlling, budgeting.	Master degree	10+	70,000	150,000
Production Manager	Control the product and process to ensure customer's standards in the area of quality, cost, delivery, plan and utilization of equipments, manpower and materials.	Degree in Engineering	5-10	40,000	120,000
Quality Manager	Manage, implement and maintain quality system in factory.	Degree in Engineering	5-10	40,000	100,000
Engineering Manager	Manage and control all staff in maintenance department to maintain efficiency of machines, equipments and facilities.	Degree in Engineering	5-10	40,000	100,000
Construction Manager	Responsible for overall Construction project work. Take care of construction's costs, quality and schedule.	Degree in Engineering	5-10	40,000	100,000
Purchasing Manager	In charge of overall purchasing of materials.	Degree	5-10	40,000	100,000
Supply Chain Manager	Manage flow of finished goods for the whole Commercial Unit, to optimize inventory for Commercial and distribution center. Establish monthly forecast in order to define quantity to be purchased and prepare capacity. Ensure the availability of imported and local manufactured products, Optimize Freight cost, Storage cost & Transportation cost.	Degree in Engineering	5-8	60,000	100,000
Business Engineer					
Senior Buyer	Sourcing suppliers, negotiate and purchase materials or parts at the best possible prices.	Degree in Engineering	3-5	30,000	55,000

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
Senior Sales Engineer	Establish and sell products to new accounts within assigned markets/territories. Prepare and review proposals, tenders and quotations to prospective customers; negotiate with customers within the specified guidelines.	Degree in Engineering	3-5	30,000	60,000
Purchasing/Buyer/Procurement Engineer	Sourcing and select Supplier which is globally competitive in price, quality, service and consistence. Maintain accurate information and track Commodity Chart with department objective. Ensure Optimal Start up on material requirements and achieve the localization % within the Target Set on the project assigned.	Degree in Engineering	2-3	25,000	40,000
Management Trainee	Be empowered in regional cross-functional Project Management roles-work in a dynamic environment with high performance teams. Flawlessly execute high-impact game-changing projects.	Degree in Engineering	0-2	18,000	35,000
Sales Engineer	Demonstrate usefulness of products or services to customers. Sourcing for new customers and maintain good relationship with existing customers.	Degree in Engineering	0-3	12,000	35,000

## Manufacturing Engineer

Production Supervisor	Manage and supervise production team to achieve goal.	Degree in Engineering	3-5	28,000	50,000
Structural Engineer	Prepare and check for Structural deliverables including; Reports, Material Take-Offs, Calculations, Specifications, Drawings and Weight Control.	Degree in Engineering	3-5	25,000	55,000
Maintenance Chief	Maintain all machines and facilities in plant.	Degree in Engineering	3-5	30,000	50,000
Supplier Development Engineer	Handle supplier development and sourcing functions including reviewing current/potential supplier's capability on technology. Analyze suppliers' process and materials usage. Negotiate with suppliers to get result on a competitive quotation.	Degree in Engineering	3-5	30,000	60,000
Senior Process Planning Engineer	Supervise team and modify process line. Increase productivity by using I.E. techniques.	Degree in Engineering	3-5	25,000	45,000
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, Chilling water system).	Degree in Engineering	2-5	20,000	50,000
Production Engineer	Plan and control overall production process to ensure that quality, cost and delivery time meet customer's standards.	Degree in Engineering	1-3	15,000	40,000

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
(Monthly Salary in ฿)					
Design Engineer	Responsible for all aspects of products’ design and engineering specifications of both customer and supplier as well as contact for all engineering issues including new product design, design change and product testing.	Diploma/ Degree in Engineering	0-3	14,000	25,000
Piping Engineer	Provide engineering support to shop floor on piping/ mechanical fabrication/installation.	Degree in Engineering	1-3	25,000	40,000
Pipeline Engineer	Prepare and check for pipeline deliverables such as Reports, Material Take-Offs, Calculations, Specifications and Drawings.	Degree in Engineering	1-3	25,000	40,000
Construction Engineer	Possess extensive experience in project management, design and construction management of building construction and civil work.	Degree in Engineering	1-3	14,000	30,000
QA/QC Engineer	Solve quality related problems and maintain quality system toward quality policy and organization’s objective.	Degree in Engineering	1-2	16,000	25,000
Material Engineer	Optimize the administration of materials and finished products by coordinating the involved activities such as materials planning & supply, inventory control, and logistics to achieve organizational strategic objectives.	Degree in Engineering	1-2	16,000	25,000
Maintenance Engineer	Set up and perform maintenance activities on machine and tools.	Degree in Engineering	1-2	16,000	25,000
Process Engineer	Provide technical support to operations staff, develop and design process, review the assigned units’ operating conditions and data. Provide recommendation to maximize the efficiency of operation.	Degree in Engineering	1-3	16,000	25,000
Supply Chain Engineer	Check stock and issue purchase order to supplier. Follow up on shipment and plan for shipment schedule. Issue invoice for the customer and handle stock controlling.	Degree in Engineering	0-3	14,000	30,000
Service Engineer	Provide for the customer both of technical support and trouble shooting.	Degree in Engineering	0-3	14,000	35,000
Application Engineer	Support sales and marketing staff with technical information in term of document and drawing preparation as well as providing technical information to customers.	Degree in Engineering	0-3	14,000	35,000
Service Engineer	Install, troubleshoot, and maintain products and 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.	Degree in Engineering	0-5	25,000	45,000
Safety Engineer	Responsible for all EHS activities in operational level. Facilitate compliance with EHS Management System. Ensure that operation comply with Thailand Laws and Regulations.	Degree in Engineering	0-3	12,000	35,000
Draftsman	In charge of computer drawing followed the construction and products design in 2 & 3 Dimensions.	Diploma/ Degree in Engineering	0-3	8,000	25,000



## 2.4 Information technology positions

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
Management					
IT Director	Manage and implement all of the company's IT operational systems as well as formulate and run software and hardware strategy in order to gain the competitive advantage of the company.	Degree/ Higher	10-15	150,000	300,000
System Consultant Manager	Responsible for Post-Sale based on customer's requirements.	Degree	5-8	70,000	120,000
Project Manager	Manage the project responsible by controlling a budget, work plan, and all other Project Management Procedures.	Degree/ Higher	5-8	60,000	150,000
Data Center Manager/ Infrastructure Manager	Perform functions critical to the success of the IT Infrastructure Operations group such as production support, data processing, problem solving, system monitoring, reporting and documentation.	Degree/ Higher	5-8	60,000	120,000
IT Manager	Oversee all aspects of managing and processing information. Develop and implement all IT systems for the company.	Degree/ Higher	5-10	50,000	150,000
Account Manager	In charge of specific account related to each sale team and business functions.	Degree	5-10	50,000	80,000

### System /Hardware /Network

Technical Consultant	Provide consultancy in technical aspects of all products and solutions of company. Design, deploy and on-going administrate and troubleshoot systems.	Degree/ Higher	3-5	35,000	80,000
Database Administrator	Administrative and monitor database server to maintain the reliability.	Degree/ Higher	3-5	30,000	65,000
Network Engineer	Design and implement network infrastructure including WAN, wireless network, routers, switches to meet business's requirements with suitable design and security.	Degree/ Higher	2-5	30,000	60,000
Systems Engineer	Analyse, design, and provide configuration of server systems to clients.	Degree/ Higher	2-5	25,000	55,000
Network Administrator	Administrative and monitor network system to maintain the system reliability.	Degree	0-2	15,000	30,000
System Administrator	Administrative and monitor servers and data center to maintain the system reliability.	Degree	0-2	15,000	25,000
IT Support	Maintain, monitor and perform troubleshooting computer problems for end users.	Degree	0-2	12,000	20,000
Network Administrator	Administer and monitor the networking system.	Degree	0-2	15,000	25,000



Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
(Monthly Salary in ₺)					
Application /Software					
SAP Consultant	Provide functional or technical advice on the implementation of SAP. Using business process and IT knowledge to provide the best solution.	Degree/ Higher	5-10	60,000	150,000
Software / Solutions Architecture	Set strategies and working plan by developing IT systems or software that conform with business strategies, business needs, and IT architecture of the company.	Degree/ Higher	5-10	50,000	100,000
Data Warehouse Consultant/Business Intelligence	Develop the database architecture, extract data, and prepare report to the executive level of the company. Use the knowledge in database warehouse and data mining to deliver the best result.	Degree/ Higher	3-5	35,000	80,000
ERP Consultant	Provide consultation and advice to clients regarding Enterprise Resources Planning (ERP) application package i.e. Finance, Accounting, Logistics, and Sales and Distribution modules.	Degree/ Higher	3-5	35,000	70,000
System Analyst/ Business Analyst	Perform systems feasibility studies, analysis and design the system to meet the users’ requirements. Work closely with programmers and software engineers.	Degree/ Higher	3-5	35,000	60,000
CRM Consultant	Provide consultation and advice to clients regarding Customer Relationship Management (CRM) application package.	Degree/ Higher	3-5	35,000	75,000
Pre-Sales Consultant	Assist sales team by providing technical support and demonstrating products in order to deliver the best solutions to clients.	Degree/ Higher	3-5	35,000	65,000
System Analyst/ Business Analyst	Perform systems feasibility studies, analysis and design the system to meet the users’ requirements. Work closely with programmer and software engineer.	Degree/ Higher	3-5	30,000	70,000
Software Engineer, Programmer	Develop software or application by following the process of analyzing, designing, coding, testing and training the users.	Degree/ Higher	3-5	25,000	40,000
Web Designer	Design and develop websites’ contents by using multimedia tools.	Degree	1-3	16,000	35,000
QA Engineer/ Software Tester	Create test cases and perform testing following the test cases to ensure that the quality meet with the standard of the software.	Degree	0-3	16,000	30,000

## 2.5 Japanese Speakers Positions

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
Japanese Speakers-Thai Nationality					
General Manager	Manage overall sales channels and ensure the achievement of the defined sales target and revenue. Analyze sales strategy and conduct marketing opportunity analysis to determine business growth. Handling all administrative and account duties besides the sales management.	Degree/ JLPT2+	10+	120,000	250,000
Business Development Manager	Responsible for market and technology research, strategy formulation, distribution channel analysis and development. Handle new service development planning and management (Japanese account).	Degree/ JLPT2+	5+	70,000	150,000
IT Manager	Oversee all aspects of managing and processing information. Develop and implement all IT systems for the company.	Degree/ JLPT3+	5+	60,000	150,000
Relationship Manager	Expand business with prospect and existing Japanese-oriented clients and prepare credit proposals. Develop and execute market plan.	Degree/ JLPT2+	5+	60,000	120,000
Office Manager	Provide general administrative support and coordinate with all departments. Handle supplier contract management and some accounting tasks. Coordinate and maintain company's documents and office properties.	Degree/ JLPT3+	5+	60,000	120,000
Human Resources Manager	Develop and implement HR policies and procedures. Responsible for the overall HR functions such as recruitment, compensation and benefits, and performance evaluation. Provide the overall supervision to the HR department.	Degree/ JLPT3+	5+	55,000	120,000
Administrative Manager	Handle all admin functions including office management and general affairs, supervise subordinates, formulate administrative policies. Sourcing for and negotiate with vendors.	Degree/ JLPT3+	5+	50,000	90,000
Engineering Manager	Manage, control and supervise team to achieve company goal. Modify, create and improve production capability. Organize, analyze and perform professional engineering work in the line.	Degree/ JLPT3+	5+	50,000	100,000
Project Manager	Manage the project responsible by controlling budget, work plan and all Project Management Procedures.	Degree/ JLPT3+	5+	50,000	100,000
Marketing Manager	Manage overall marketing functions include develop new product and conduct market research. Initiate strategies and promotions to enforce a sales team. Analyze market and competitor information.	Degree/ JLPT2+	5+	50,000	100,000
Key Account Manager	Contact with modern trade channel, creat store promotion, negotiate price and ensure sales target are achieve esp. Japanese account. Report to Japanese Director.	Degree/ JLPT2+	5+	50,000	90,000

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
(Monthly Salary in ฿)					
Sales Manager	Handle sales and marketing strategies. Responsible for sourcing new account and prospect clients esp. Japanese oriented clients, monitor sales team to achieve target, maintain relationship with clients and analyze market direction and possibility. Report to Japanese Sales Director.	Degree/ JLPT2+	5+	50,000	100,000
Executive Secretary /PA	Support top management. Handle confidential matters. Responsible for secretarial tasks, and other tasks as assigned. Handle some interpretation in the meeting and document translation.	Degree/ JLPT3+	5+	30,000	60,000
Financial Analyst	Responsible for business plan development. Handle feasibility study for new projects, industry analysis and financial projection. Advise and analyze product pricing.	Degree/ JLPT2+	5+	40,000	80,000
System Analyst/ Business Analyst	Perform systems feasibility studies, analysis and design to meet the users’ requirements. Work closely with programmers and software engineers.	Degree/ JLPT3+	5+	40,000	80,000
Interpreter	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. Handle document translation.	Degree/ JLPT2+	5+	30,000	60,000
Senior Sales Executive	Identify and develop business opportunities, Build up market strategies to achieve corporate goals. Coordinate business information include needs analysis, product information and technical specification with business partners. Develop and implement sale strategies and plans.	Degree/ JLPT3+	3-5	40,000	55,000
Senior Human Resources Executive	Provide hands-on support in all HR functions including Recruitment & Selection, Compensation & Benefits, and Employee Relations & Communication.	Degree/ JLPT3+	3-5	40,000	50,000
Senior Purchasing	Monitor contractor performance, recommend contract modifications when necessary. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Compare suppliers’ bills with bids and purchase orders in order to verify accuracy and approve bills for payment.	Degree/ JLPT2+	3-5	40,000	50,000
Chief Engineer	Coordinate, maintenance, and work closely with the Supervisor to ensure that project specific requirements are installed and maintained in proper operating condition.	Degree/ JLPT3+	3-5	40,000	40,000
Marketing Researcher / Analyst	Conduct market research using both qualitative and quantitative approach. Responsible for analyzing market trend.	Degree/ JLPT3+	1-3	25,000	40,000
Network Engineer	Design and implement network infrastructure including WAN, wireless network, routers, switches to meet business’s requirements with suitable design and security.	Degree/ JLPT3+	0-3	25,000	50,000
Production Engineer	Plan and control overall production process to ensure customer’s standards i.e. quality, cost, and delivery.	Degree/ JLPT3+	0-3	25,000	50,000

Job Title	Job Description	Qualification	Experience (Year)	Salary offered Min      Max (Monthly Salary in B)	
Software Engineer	Responsible for software development activities including analyzing requirements, designing, coding software, and testing unit.	Degree/ JLPT3+	0-3	25,000	35,000
Engineer	Initiate and modify process flow to maximize process capability. Solve quality related problems as well as maintain quality system toward quality policy and organizational objective.	Degree/ JLPT3+	0-3	22,000	35,000
Purchasing Officer	Prepare purchase order and liaise between suppliers and related department. Review requisition orders in order to verify accuracy, terminology, and specifications.	Degree/ JLPT2+	0-3	20,000	50,000
Secretary	Provide secretarial and administrative support to department/Senior Secretary. Handle all secretarial duties including typing, filing and others tasks as assigned. Handle some interpretation tasks.	Degree/ JLPT3+	0-3	20,000	50,000
Sales Engineer	Demonstrate to potential customers how and why the products or services would be suited with the customer. Demonstrate to the customer the usefulness of the products or services.	Degree/ JLPT2+	0-3	20,000	35,000
Sales Coordinator	Provide support to sales team. Handle related document and process sales orders on daily basis. Coordinate with clients on the process and report to in-charge Sales Executive.	Degree/ JLPT3+	0-3	15,000	50,000
Sales Executive	Initiate and establish new account and maintain relationship with existing customers with high level of customer satisfactions. Provide support for all sales processes in preparation of contracts.	Degree/ JLPT3+	0-3	18,000	50,000
Marketing Executive	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 Sales Executive Team for seminars and PR events. Participate in marketing budget plan.	Degree/ JLPT3+	0-3	18,000	25,000
Sales Administrator	Provided administrative support to the sales department and coordinate with clients and other related departments (in Japanese language).	Degree/ JLPT3+	0-3	15,000	30,000
Administrative Staff	Responsible for administrative tasks. Provide support to concerned parties. Handle some document translations and interpretation if needed.	Degree/ JLPT3+	0-3	12,000	40,000
Customer Service Executive	Assist Manager on the customer service functions including processing sales orders, delivery tracking, communicate and updating to customers. Coordinate with operation department and handle complaints.	Degree/ JLPT3+	0-3	15,000	30,000
Human Resources Officer	Operate one or multiple general HR tasks such as recruitment, compensation and benefits, payroll, and welfare.	Degree/ JLPT3+	0-3	15,000	40,000
Marketing Coordinator	Assist, support, and provide back up to Marketing Manager in terms of marketing, media, CRM and public events, production and PR activities.	Degree/ JLPT3+	0-3	15,000	40,000

Job Title	Job Description	Qualification	Experience	Salary offered	
			(Year)	Min	Max
Interpreter	Provide a conversion of Japanese language to Thai/ English and vice versa in a range of settings in everyday conversation. Ability to read and write simple sentences.	Degree/ JLPT3+	0-5	15,000	40,000

### Japanese Speakers-Non Thai Nationality

Business development Manager	Regional sales and marketing management for key Japanese accounts.	Degree/Thai or Eng : Business level	10+	50,000	350,000
General Manager	Provide general management for new company investment in Thailand. Handle all administrative and account duties besides the sales management.	Degree/Thai or Eng : Business level	10+	80,000	250,000
Factory Manager	Manage, monitor and supervise production team to achieve company goal. Coordinate with other departments to support production line.	Degree/Thai or Eng : Business level	10+	80,000	200,000
Administrative Manager	Handle all admin functions including office management and general affairs, supervise subordinates, formulate administrative policies. Sourcing for and negotiate with vendors.	Degree/Thai or Eng : Business level	5+	50,000	90,000
Human Resources Manager	Develop and implement HR policies and procedures. Responsible for the overall HR functions such as recruitment, compensation and benefits, and performance evaluation. Provide the overall supervision to the HR department.	Degree/Thai or Eng : Business level	5+	50,000	90,000
Sales Manager	Handle sales and marketing strategies. Responsible for sourcing new account and prospect clients esp. Japanese oriented clients, monitor sales team to achieve target, maintain relationship with clients and analyze market direction and possibility. Report to Japanese Sales Director.	Degree/Thai or Eng : Business level	5+	50,000	150,000
Marketing Manager	Manage overall marketing functions including develop new product, control budget and conduct market research. Initiate strategies and promotions to enforce sales team. Analyze market and competitor information (esp. Japanese), conduct a marketing plan and lead team to achieve business's objective.	Degree/Thai or Eng : Business level	5+	50,000	100,000
IT Manager	Oversee all aspects of managing and processing information. Develop and implement all IT systems for the company.	Degree/Thai or Eng : Business level	5+	50,000	100,000
Executive Interpreter	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.	Thai or Eng : Business level	3+	50,000	80,000

Job Title	Job Description	Qualification	Experience (Year)	Salary offered Min      Max (Monthly Salary in ฿)	
Executive Secretary	Support top Management. Handle confidential matters. Responsible for secretarial tasks, appointment arrangement, travel arrangement and other tasks as assigned. Handle some interpretation in the meeting and document translation.	Thai or Eng : Business level	3+	50,000	80,000
Senior Human Resources Executive	Provide hands-on support in all HR functions including Recruitment & Selection, Compensation & Benefits, and Employee Relations & Communication.	Degree/Thai or Eng : Business level	3+	50,000	60,000
Senior Sales Executive	Identify and develop business opportunities. Build up market strategies to achieve corporate goals. Coordinate business information including needs analysis, product information and technical specifications with business partners. Develop and implement sales strategies and plans.	Degree/Thai or Eng : Business level	3+	50,000	60,000
Software Engineer	Responsible for software development activities including analyzing requirements, designing and coding software, and testing unit.	Degree/Thai or Eng : Business level	0-5	50,000	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.	Degree/Thai or Eng : Business level	0-5	50,000	80,000
QA&QC Engineer	Solve quality related problems as well as maintain quality system toward quality policy and organizational objective.	Degree/Thai or Eng : Business level	0-3	50,000	60,000
Production Engineer	Plan and control overall production process to ensure that quality, cost and delivery time meet customer's standard.	Degree/Thai or Eng : Business level	0-3	50,000	60,000
Marketing Executive	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 Sales Executive Team for seminars and PR events. Participate in marketing budget plan.	Degree/Thai or Eng : Business level	0-3	40,000	60,000
Sales Coordinator	Provide support to sales team (Japanese-oriented). Handle related document and process sales orders on daily basis. Coordinate with clients on the process. Handle sales reports related to stock provision and stock reconciliations.	Diploma/ Degree	0-3	40,000	50,000
Administrative Staff	Handle all admin functions including office management and general affairs, supervise subordinates, formulate administrative policies. Sourcing for and negotiate with vendors. Coordinate with Japanese top management.	Degree/Thai or Eng : Business level	0-3	40,000	60,000

Job Title	Job Description	Qualification	Experience (Year)	Salary offered Min      Max (Monthly Salary in ฿)	
Customer Service Executive	Assist the Japanese Department Manager on the customer service functions including receiving and processing sales orders, delivery tracking and monitoring, communicating and updating to customers, preparing job orders, coordinating with operation departments, preparing reports handling complaints and dealing with related documentation tasks.	Degree/Thai or Eng : Business level	0-3	40,000	60,000
Secretary	Provide secretarial and administrative support to department and senior secretary. Handle all secretarial duties including typing, filing and others tasks as assigned. Handle some interpretation in the meeting and document translation.	Thai or Eng : Business level	1+	40,000	60,000
Interpreter	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. Handle document translation.	Thai: Business level	0-3	40,000	50,000
Call Center	Handle incoming calls in customers' inquiries/ complaints/trouble shooting and provide information and solution of product and service to Japanese clients.	Diploma/ Degree	0-3	30,000	40,000

# Adecco Thailand Services

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