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# Thailand Salary Guide 2013

## Welcome to the Adecco Thailand Salary Guide 2013.

Welcome to the 2012-13 Adecco Thailand Salary Guide - an updated and accurate overview of salaries for key positions in Thailand. Each year, Adecco Thailand produces this in-depth study – that is based on our experiences of working with you – our valued clients – and countless encounters with candidates from whom we are able to glean useful information about the job market and salary expectations.

We hope that this data is of benefit to you as you plan your human resources strategy and budgets for 2013. We have attempted to provide data and details for those positions most in demand in Thailand and that information is most useful for. Each year we see changes to salaries – that reflects not only what is happening in Thailand, but that is also influenced by other global economies that have an impact on Thailand and the Thai economy.

This authoritative document includes salary guidelines for various in-demand positions – showing minimum and maximum salary levels. This information has been gleaned from the Adecco Thailand Database, which stores all Adecco incoming job information and placement details and that is an authoritative and reference point for all salary information. The guide also aims to support human resource professionals by providing details about specific jobs and the number of years experience that given positions require. We have also utilized graphics for ease of reference and for comparative purposes.

Much has happened in 2012 to date that will influence salaries and the job market in Thailand in 2013. Continued labor and skills shortages in some sectors mean that those with specialist and niche skills will continue to be able to ask for higher salaries and compensation packages. Although we continue to see a slowdown in many European markets, there is still a high level of optimism about how Thailand and other regional markets in Asia will perform into 2013.

I always look forward to each new year, as each brings with it new opportunities and new challenges that as teams we can overcome. 2013 will be no different.

We hope that you find the Adecco Thailand Salary Guide of interest and of use with your talent planning for late 2012 and into 2013. If you require any additional information, or would like to discuss any specific parts of this guide, then please do not hesitate to contact us.



*Tidarat K.*

Tidarat Kanchanawat  
Regional Director - Thailand & Vietnam  
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## About the Adecco Salary Guide

The salary guide is an annual publication produced by the Adecco Group Thailand. The information provided are average salaries derived from positions that Adecco recruited throughout the year 2012. The salaries exclude overtime payment, bonuses and other allowances.

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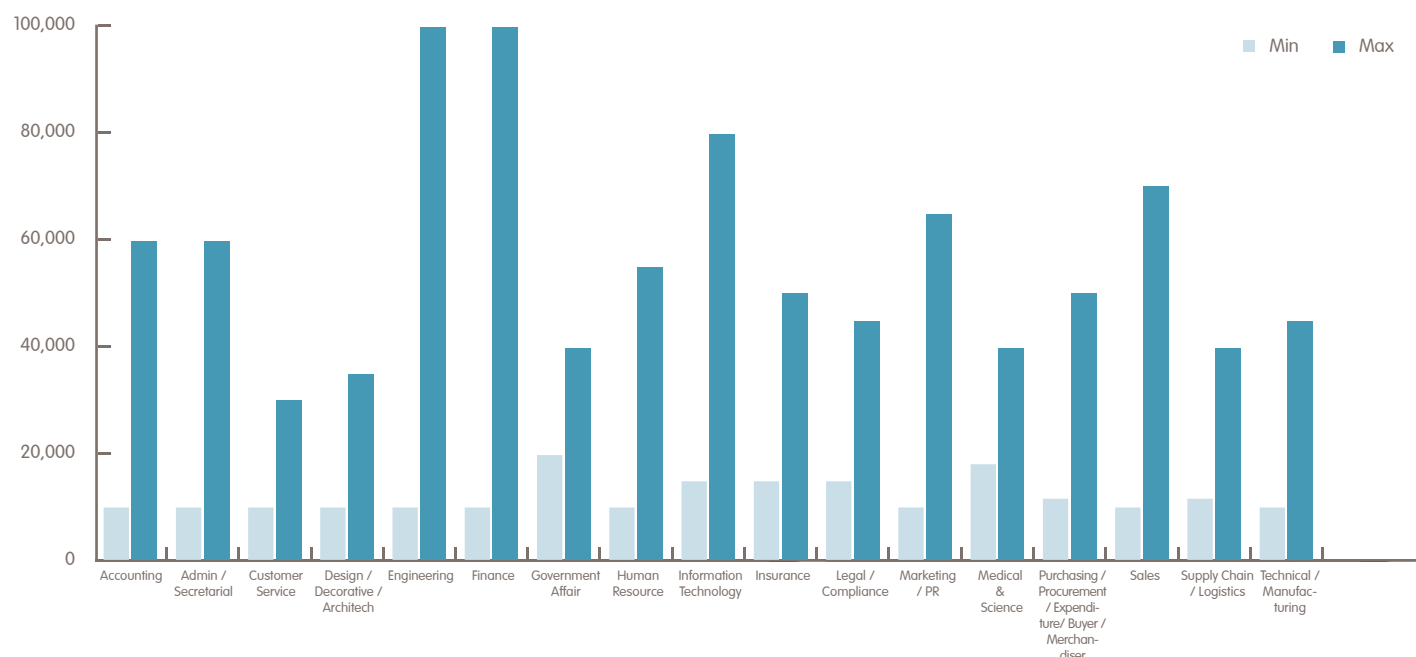
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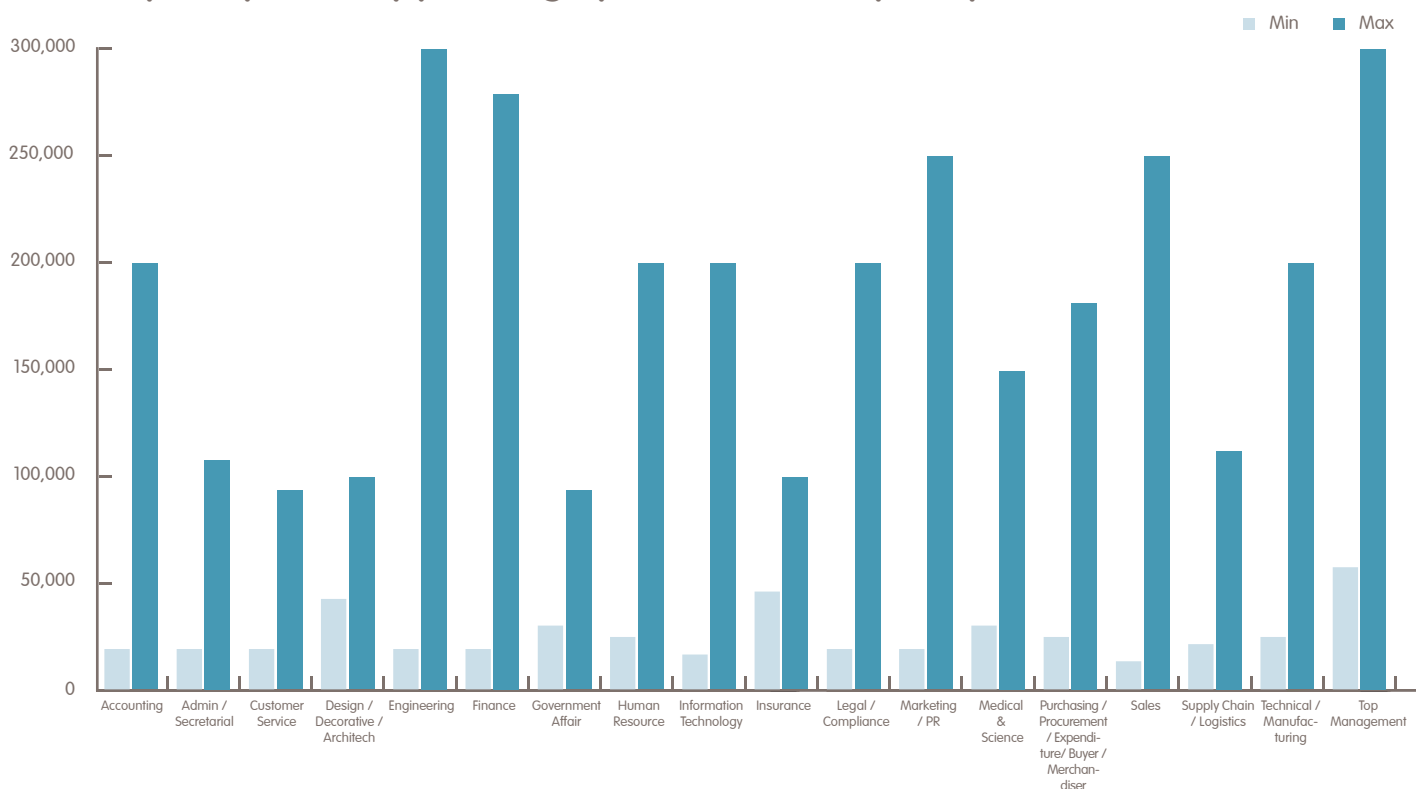
## Part 1: Salary Analysis 2012/2013

### 1.1 Salary Comparison by job category (Junior level : Exp. 0-5 yrs.)



	Accounting	Admin / Secretarial	Customer Service	Design / Decorative / Architech	Engineering	Finance	Government Affair	Human Resource	Information Technology	Insurance	Legal / Compliance	Marketing / PR	Medical & Science	Purchasing / Procurement / Expenditure / Buyer / Merchandiser	Sales	Supply Chain / Logistics	Technical / Manufacturing
Min	10,000	10,000	10,000	10,000	10,000	10,000	20,000	10,000	15,000	15,000	15,000	10,000	20,000	12,000	10,000	12,000	10,000
Max	60,000	60,000	30,000	35,000	100,000	100,000	40,000	55,000	80,000	50,000	45,000	65,000	40,000	50,000	70,000	40,000	45,000

### 1.2 Salary Comparison by job category (Senior level : Exp. >5 yrs.)



	Accounting	Admin / Secretarial	Customer Service	Design / Decorative / Architech	Engineering	Finance	Government Affair	Human Resource	Information Technology	Insurance	Legal / Compliance	Marketing / PR	Medical & Science	Purchasing / Procurement / Expenditure / Buyer / Merchandiser	Sales	Supply Chain / Logistics	Technical / Manufacturing	Top Management
Min	20,000	20,000	20,000	40,000	20,000	20,000	30,000	25,000	17,000	45,000	20,000	20,000	30,000	25,000	13,000	22,000	25,000	60,000
Max	200,000	110,000	90,000	100,000	300,000	280,000	90,000	200,000	200,000	100,000	200,000	250,000	150,000	180,000	250,000	120,000	200,000	300,000

## Part 2 : Salary Guide 2013

### 2.1 Office Positions

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Accounting					
Accounting & Finance Supervisor (CPA)	Handle all management reporting and involved with analysis tasks. Oversee all operations for finance / accounts, month-end closing, financial statement reports.	20,000	60,000	40,000	100,000
Accounting Analyst	Performs 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.	20,000	40,000	40,000	80,000
Accounting Assistant	Handle general accounting functions including accounts payable, accounts receivable, and general ledger. Responsible in balancing and reconciliations. Specialise in one area of the accounting function and understanding of bookkeeping procedures.	12,000	40,000	20,000	60,000
Accounting Director	Supervises all month-end and year-end accounting procedures and oversees the general accounting function. Ensures that the accounting department is staffed with qualified of meeting the objectives and responsibilities. Ensures that company Accounting & financial reports are prepared in compliance with policies and directives of company.	N/A	N/A	70,000	200,000
Accounting Executive / Officer	Cash receipts, expenditures, investments, purchasing, inventory, assets, payroll.Record all transactions. Prepare and submit VAT reports. Assist for assets and inventory control and handle general accounting functions.	10,000	40,000	30,000	70,000
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	40,000	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. Obtains accurate information and/or data regarding invoice payments.	10,000	35,000	35,000	60,000
Accounts Receivable	Prepare invoices, receipts and tax invoices, follow up customer payment and prepare VAT reports.	11,000	35,000	35,000	60,000
Assistant Accounting Manager	Manage and control the accounts function and monitor team performance.	N/A	N/A	35,000	80,000
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	40,000	30,000	65,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Costing Manager	Plan, develop and supervise all cost functions. Insure that all project cost activities such as data collection, field estimating, productivity analysis and budget forecasting comply with company and client requirements. Develop and implement project cost standards and procedures. Provide support service to the project teams to assist and guide the establishment of the project budgets and project control tools.	N/A	N/A	30,000	150,000
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	120,000
Internal Audit Manager	Performing financial, operational, system and process audits of the company's business units and outsourced operations. Responsible for planning, executing and completing audit fieldwork according to established schedule , recommending internal control improvements that may include operational enhancements or efficiencies , and the preparation of audit reports as well as documenting controls. Be a team player and embrace the company's compliance principles as a key component of audit process.	N/A	N/A	35,000	130,000
Internal Auditor	Conducts audits to verify accuracy of records and compliance with standards, policies and procedures. Compiles audit findings and recommendations to modify and improve systems and procedures.	20,000	45,000	30,000	100,000
Junior Accounts	Record day-to-day transactions, prepare payment vouchers, manage and calculate Tax and handle for Bank reconciliations. Verifies and posts transactions to journals, ledgers and other records. Prepares statements, invoices and vouchers. May handle balancing and reconciliations. May specialise in one area of the accounting function.	17,000	37,000	N/A	N/A
Project Accountant	Perform cost control activities, record and check expenditure. Monitor process of payments and prepares data for monthly cash calls, withholding tax and income tax submissions.	12,000	35,000	25,000	70,000
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. Analyses an impact on financial operation due to new business, changes of business or regulations.	20,000	40,000	30,000	75,000
Tax Consultant	Prepare monthly and yearly VAT, Corporate Income Tax, provide Tax advisor to business unit and deal with Revenue Department. Working as a tax professional, dealings with authorities; preparing tax advice report; researching; preparing corporate income tax returns.	30,000	50,000	40,000	120,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
VP - Accounting and Finance	Have a wide range of duties related to overseeing and securing 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	180,000

## Admin / Secretarial

Administrative Assistant	Handle documents and support functions, such as filing and other administration functions. Coordinate with internal departments.	14,000	40,000	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	110,000
Administrative Officer / Staff	Responsible for administrative functions and support related sections. Manage document support for related departments.	10,000	35,000	25,000	60,000
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.	10,000	30,000	25,000	40,000
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.	13,000	20,000	N/A	N/A
Data Entry	Entry the data in to the system.	10,000	20,000	N/A	N/A
Driver (Goods / Products)	Responsible for driving to assigned destination, running errands with good driving record and have a driving license.	10,000	12,000	N/A	N/A
Executive Driver	The Executive Driver is available to transport executive around the city as required. Duties involve driving, car maintenance & associated duties.	10,000	14,000	20,000	25,000
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 required.	12,000	60,000	25,000	90,000
Interpreter	Provide language conversion in a range of business meetings, production lines, training, seminar as assignment. Handle document translation.	20,000	40,000	30,000	60,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Junior Secretary / Secretary	Responsible for secretarial tasks as assigned such as scheduling meetings as well as taking minutes of meeting. Handling both personal and business affair arrangement. Provide secretarial and administrative support to department / senior secretary. Handle all secretarial duties include typing, filing and others tasks as assigned. Hands on role in meeting and document translations.	10,000	45,000	25,000	80,000
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	30,000	80,000
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	30,000	30,000	50,000
Receptionist	Responsible for greeting and welcoming guests, handle guest enquiries and complaints, make outgoing calls and answer incoming calls, meeting room arrangements, maids and messengers handling.	10,000	35,000	30,000	45,000
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.	18,000	25,000	N/A	N/A
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	30,000	60,000
Senior Administrator	Responsible in the administrative function and support related sections. Manage document support for related departments. Report directly to the Administrative Manager.	20,000	35,000	25,000	40,000

## Customer Service

Cabin Senior / Cabin Service Director / Purser	Manage and solve the problem in the cabin.	N/A	N/A	45,000	60,000
Call Center	Manage incoming and outgoing calls. Providing service and information for customers. Handle enquiries and complaints.	10,000	17,000	20,000	50,000
Customer Service (Travel Agent)	Handle passenger queries regarding the flight and travel documents, process the check-in, inspecting the travel document, handle lost & found issues.	15,000	25,000	20,000	35,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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.	18,000	25,000	30,000	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 and handling complaints and dealing with related documentation tasks.	10,000	30,000	20,000	40,000
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	40,000	80,000
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	30,000	90,000

## Design / Decorative / Architech

Creative Director	Translate a company's marketing objectives into creative strategies and designs. Develop successful creative campaigns. Oversee a number of staff such as graphic designers and copywriters. Write, design, pitch, propose and implement creative projects to meet a company's marketing needs. Develop a company's logo, marketing materials such as brochures and annual reports, advertising campaigns and online presence.	N/A	N/A	70,000	100,000
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.	10,000	35,000	N/A	N/A
Interior / Architect / 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.	18,000	30,000	40,000	100,000

## 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	35,000	100,000
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Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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	80,000	200,000
Collection Manager	Create collection programs and manage teams to achieve target.	N/A	N/A	60,000	90,000
Collection Supervisor	Control collection team, create scripts and drive teams to achieve targets.	20,000	25,000	30,000	50,000
Corporate Finance Specialist	Recommend strategy focus including financing strategy, F/X management strategy and short term investment strategy Coordinate with subsidiaries and bankers.	20,000	50,000	50,000	80,000
Credit Analyst	Analyze and create clients portfolio and approve clients' loan.	20,000	25,000	30,000	80,000
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	30,000	170,000
Finance Manager	Set up accounting systems and responsible for financial and accounting matters. Timely and accuracy reporting, instituting, reviewing and maintaining 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	40,000	200,000
Financial Administrator / Officer	Responsible for administrative functions and support related sections. Manage document support for related departments.	12,000	35,000	20,000	50,000
Financial Analyst	Responsible for business plan development, handling 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	45,000	40,000	180,000
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	120,000	180,000
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.	10,000	20,000	N/A	N/A
Regional Financial Controller	Responsible for financial analysis, business planning and forecasting. Manage, control and ensure to accurate overall Finance and Account function in regional role.	N/A	N/A	150,000	280,000
Risk Management Analyst	Analyses and manage portfolio delinquency and loss rates. Responsible for delivering credit losses within plan.	15,000	45,000	40,000	60,000
Risk Management Manager	Implement organization's risk management program. Develop system, policies & procedure for identification, collection & risk analysis.	N/A	N/A	50,000	120,000
Senior Credit Analyst	Analyze and create clients portfolio and approve clients' loan.	N/A	N/A	20,000	45,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Senior Investment Analyst	Perform detailed analysis of ROI investment data. Monitor key marketing investment accounts. Preparation of planning, forecasting and monthly reporting process.	50,000	100,000	50,000	150,000
Settlement / Operation Officer	Supervise & Monitor day-to-day operations.	25,000	40,000	30,000	80,000
Trade Finance Officer / Executive	Responsible for opening letter of Credit and handle for import/export documents.	20,000	30,000	N/A	N/A
Treasury	Monitor the company's bank status both depositions and payments. Prepare payment and cash control.	20,000	30,000	25,000	40,000
VP - Accounting and Finance	Have a wide range of duties related to overseeing and securing 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	150,000

## 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	30,000	90,000
Government Affair Officer	Responsible for all liaison with government agencies such as the Ministry or Department regarding the documents, issue and any coordinations.	20,000	25,000	N/A	N/A
Regulatory Affairs Manager	Manage and supervise team to responsible for regulatory affairs regarding product registration including preparing product information and submitting registration documents to government sector.	N/A	N/A	30,000	50,000
Regulatory Affairs Officer	Manage regulatory affairs regarding product registration including preparing product information and submit registration documents to government sector.	20,000	40,000	30,000	50,000

## Human Resource

Assistant Human Resource Manager	Manage, plans and develop HR strategies and HR functions for the expansion and development of the business. Assist the HR Manager in managing all HR functions.	15,000	40,000	30,000	65,000
Chief HR Officer	Provide leadership in developing and executing Human Resources strategy in support of the company's overall business plan and strategic direction, specifically in the areas of succession planning, talent management, change management, organizational development, performance management, training and development, and compensation.	N/A	N/A	50,000	100,000
HR - Compensation & Benefit	Be responsible for job evaluation, job grade, salary survey and payroll.	20,000	35,000	45,000	80,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
HR / Administrative Officer	Responsible for administrative functions and support related sections. Manage document support for related departments.	10,000	30,000	N/A	N/A
HR Generalist / HR Specialist	Oversee Recruitment, Training and other specialty departments.	20,000	50,000	35,000	60,000
HRD Manager (Regional) / Director	Building foundations for corporate culture, Code of Conduct and Business Drivers. Designing and developing regional policies and procedures to enforce the same standard practices.	N/A	N/A	60,000	170,000
HRIS	Manage, report and analyze of all employee information, benefit administration including enrollment, status changes, and personal information updating, establish innovative solutions to integrated systems, for the administration and deployment of strategic Human Resources information, programs, and services.	25,000	40,000	50,000	70,000
Human Resource Executive / Officer / Staff	Operate one or multiple HRM or HRD functions such as recruitment, training, compensation and benefits, payroll and welfare.	12,000	45,000	35,000	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	180,000
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	100,000	200,000
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.	19,000	35,000	35,000	45,000
Recruitment Officer	Responsible for the function of the recruitment process which including sourcing, recruiting, selecting and hiring across all levels.	12,000	40,000	30,000	53,000
Safety Officer	Control working environment, take care for safety activity. Permission of working methodology to other departments.	20,000	30,000	N/A	N/A
Senior Human Resource Executive / Officer	Provide hands-on support in all HR functions, including Recruitment & Selection, Compensation & Benefits, and Employee Relations & Communication.	15,000	55,000	25,000	60,000
Senior Human Resources Manager	In charge of all HR functions including recruitment, compensation & benefits, organization development, employee relations and talent management.	N/A	N/A	60,000	180,000
Training Executive / Officer	Administer training activities , prepare the training plan & budget, and arrange all training. Coordinate with HR & Campus activities.	20,000	40,000	30,000	60,000
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	45,000	130,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Insurance					
Bancassurance Business Development Manager	Maintain relationship with customers' Senior Management. Fully responsibility for business development functions to meet production growth target and increase number of business partners. To identify and secure business opportunities and build strong value.	N/A	N/A	80,000	100,000
Claim Assessor (Nurse)	Provide hospital relation of medicare service and follow up claims. Responsibilities to consider all claims (Group, individual claims, PA, Dead Claims, All) read and summarize history from hospital and audit hospital.	20,000	30,000	N/A	N/A
Claim Manager	Responsible for the claims project. Managing and coordinating with the claim team for all claim matters.	N/A	N/A	55,000	65,000
Credit Analyst	Analyze and create clients portfolio and approve clients' loan.	N/A	N/A	50,000	80,000
Group Insurance Marketing (AVP)	Develop and implement sales and marketing strategies, monitor and analyze the marketing activity of the marketing team against company's goals. Recommend marketing policy to encourage maximum sales activity.	N/A	N/A	50,000	60,000
Risk Management Analyst	Analyses and manage portfolio delinquency and loss rates. Responsible for delivering credit losses within plan.	30,000	50,000	N/A	N/A
Risk Management Manager	Implement organization's risk management program. Develop system, policies & procedure for identification, collection & risk analysis.	N/A	N/A	55,000	70,000
Underwriting (Assistant Manager)	Considering proper coverage and rate. Analyzing statistics in relation to loss ration and underwriting rate. Responsible for direct supervision of Underwriting staff and assistants, monitor daily quotas; establishing performance criteria and assigning projects.	15,000	25,000	45,000	60,000

## Legal / Compliance

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	20,000	200,000
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	55,000	150,000
Compliance Officer	Monitor and ensure all business units comply with Bank & BOT regulations.	15,000	40,000	30,000	65,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Contract Administrator	Responsible for preparing, examining, analyzing, negotiating, and revising contracts that involve the purchase or sale of goods or services such as equipment, materials, supplies, or products.	20,000	25,000	N/A	N/A
Legal Consultant / Specialist	Responsible for administrative functions and support related sections. Manage document support for related departments.	N/A	N/A	20,000	70,000
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	40,000	100,000
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	35,000	60,000
Tax Consultant	Prepare monthly and yearly VAT, Corporate Income Tax, provide Tax advisor to business unit and deal with Revenue Department. Working as a tax professional, dealings with authorities; preparing tax advice report; researching; preparing corporate income tax returns.	40,000	45,000	N/A	N/A

## Marketing / PR

Account Executive	Contact existing and new clients. Building strong relationship with concerned parties. Manage/execute sales plan to be successful as targeted.	20,000	30,000	35,000	60,000
Account Manager	In charge of specific accounts/group accounts related to each sales team & business functions.	N/A	N/A	30,000	120,000
Assistant Brand Manager	Evaluate sales program costs versus budget allocation. Work with agencies/graphic artists in creating needed materials. Work with media as required to create communication plans. Coordinate printing and delivery of materials as needed. Manage program inventories. Support web initiatives as needed. Maintain forecast and tracking mechanisms for all programs and promotions. Coordinate all aspects of trade shows including: literature, catalogs, product, giveaways, photography, etc.	28,000	36,000	40,000	50,000
Assistant Marketing Manager	Assist Marketing Manager. Analyze budget plan, SWOT and Monitor Product Management.	20,000	50,000	20,000	75,000
AVP - Sales & Marketing	Has demonstrated 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	130,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Brand Manager	Hold ownership of the marketing plan for key brand(s). Full P&L responsibility for brand in development of Product, Advertising, Research, etc.	25,000	65,000	40,000	150,000
Business Development Executive / Officer	Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.	15,000	25,000	30,000	40,000
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	30,000	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.	12,000	55,000	30,000	50,000
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.	20,000	35,000	N/A	N/A
Digital Content Editor / Content Creator / Social Media Content Editor	Experienced copy editor or production editor within an online environment. Writing copy and generating 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.	18,000	25,000	30,000	40,000
Digital Marketing Manager	Conduct online marketing efforts and create articles & 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.	N/A	N/A	60,000	80,000
Group Key Account Manager	Supervise Key Account Managers to achieve best result. Monitor the overall performance of each account and ensure overall target.	N/A	N/A	60,000	80,000
Head of Marketing	Create marketing campaign and monitor marketing trend and control risk.	N/A	N/A	80,000	150,000
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.	12,000	40,000	N/A	N/A
Marketing Administrator	Responsible for administrative functions and support related sections. Manage document support for related departments.	15,000	25,000	25,000	30,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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.	10,000	35,000	25,000	40,000
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	100,000	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.	10,000	40,000	30,000	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	45,000	200,000
Marketing Researcher / Analyst	Conduct market research using both qualitative and quantitative approaches. Responsible for analyzing market trends.	10,000	50,000	25,000	65,000
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.	20,000	40,000	35,000	60,000
Product Development Manager	Initiate new product and analyze data / statistics.	N/A	N/A	40,000	80,000
Product Executive / Manager (Technical Sales & Marketing)	Responsible for planning, strategic marketing, implementation of activities and budget allocation for products.	N/A	N/A	35,000	150,000
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.	20,000	40,000	45,000	100,000
Project Manager	Manages projects and responsible for controlling budgets, work plans and all Project Management Procedures.	N/A	N/A	40,000	100,000
Public Relations / Corporate Communications Executive	Execute communication activities, assist the Public Relations/ Corporate Communications Manager in implementing general PR / communication activities include PR events.	10,000	40,000	N/A	N/A



Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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	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	50,000	70,000
Research & Development Officer	Research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.	15,000	30,000	25,000	40,000
Retail Manager	Oversee the operations of a retail store and manages retail staff. His duties include motivating sales teams, ensuring target revenues are met or exceeded and striving for smooth daily operations within the store. It is this position's responsibility to ensure retail staff has the needed training, qualifications and work environment to allow them to succeed.	N/A	N/A	55,000	80,000
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	45,000	N/A	N/A
Sales & Marketing Manager	Train and supervise sales staff, establishing territories and goals for sales teams. Reviewing the market helps them to determine customer needs, sales volume potential, and pricing schedules that will help meet company goals.	N/A	N/A	50,000	150,000
Senior Marketing Officer	Control and manage the team. Responsible for marketing activities that benefit the company & its brands.	28,000	40,000	25,000	50,000
Telesales / Telemarketers	Present product information to clients. Contact / approach customers and be able to close deals.	20,000	25,000	N/A	N/A
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.	20,000	35,000	30,000	40,000
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	40,000	150,000



Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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

Laboratory Manager	Ensure that the quality, safety and efficiency of the Laboratory meets pre-defined targets/expectations. Supervise staff, including: ensuring quality standards are consistently met or exceeded, Implement and maintain adequate testing, quality control, performance improvement, competence assessment and education programs.	20,000	40,000	70,000	150,000
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.	30,000	40,000	50,000	150,000
Nutritionist	Provide nutritional counseling for groups of patients needing ongoing assistance with management of a specific nutritional problem as a part of the overall clinical treatment plan. Develop and implement new nutrition programs and services. Direct the implementation of the nutrition component of the Eating Disorders Program. Serve as a consultant to physicians in the medical clinics in the management of diabetic patients.	N/A	N/A	30,000	55,000
Product Executive / Manager (Technical Sales & Marketing)	Responsible for planning, strategic marketing, implementation of activities and budget allocation for products.	20,000	40,000	40,000	80,000

## Purchasing / Procurement / Expenditure / Buyer / Merchandiser

Assistant Purchasing Manager	providing technical support to the purchasing process and assigned department staff with specific responsibility for processing bid and purchasing documents and materials and responding to related inquiries; and maintaining vendor/source information and inventories.	20,000	35,000	30,000	60,000
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Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (₹)	Max (₹)	Min (₹)	Max (₹)
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.	12,000	20,000	N/A	N/A
Planning Manager	Promote the planning ethos. Liaise directly with the Regional Operational & Commercial Directors. Work with the Head of Planning and other Planning Managers Forum to standardize and improve the Planning Function within the business. Assess the contract planning resource required at regional level to support delivery of the business targets set by the Board. Promote and improve Planning Standards at business, regional and project level.	N/A	N/A	35,000	80,000
Procurement Analyst	Evaluate vendors based on price, quality and availability. Arrange the purchase of all material, supplies, equipment, property and services for the organization. Work with the finance department to help develop and stay within the budget. Analyze and study sale records, inventory levels and replenishment cycles. Follow the organization's goals, policies and procedures when making purchases. Be able to research and negotiate prices, make and maintain vendor relationships.	20,000	35,000	40,000	70,000
Procurement Officer	Monitor contractor performance, recommending 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.	15,000	35,000	32,000	50,000
Production Planner	Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.	35,000	50,000	45,000	70,000
Project Manager	Manages projects and responsible for controlling budgets, work plans and all Project Management Procedures.	N/A	N/A	40,000	100,000
Purchasing Director (MNC)	Create and implement a strategic procurement vision which will add value across the business and generate bottom line savings.	N/A	N/A	120,000	180,000
Purchasing Executive	Monitor contractor performance, recommending 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	35,000	40,000	50,000
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

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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	35,000	30,000	70,000
Senior Buyer	Ensure procurement material requirements. Purchasing productivity planning. Suppliers analysis and service improvements.	30,000	50,000	45,000	80,000
Senior Merchandiser	Deliver effective stock management and manage the team resources. Ensure KPIs are achieved and costs are in line with budget & Supply Chain plans. Produce category sales and margin forecasts. Liaise with external suppliers and the Trading team. Improve stock turnover for the whole category. Regularly carry out store, competitor and supplier visits. Review and monitor range plans regularly with buyer to reflect changing sales / trends.	N/A	N/A	40,000	60,000
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	40,000	80,000
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	25,000	60,000

## Sales

Account Executive	Contact existing and new clients. Building strong relationship with concerned parties. Manage/execute sales plan to be successful as targeted.	12,000	35,000	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 Branch Manager	Supervise the day to day operations of the branch. Assign work and directs staff to ensure adequate services to the membership at all times. Support quality/service and sales activities, including marketing input, sales results and quality/service	N/A	N/A	35,000	70,000
Assistant Sales Manager	Develop/implement sales strategies and close supervision of team to achieve sales targets. To monitor target in terms of annual sales figures & support by motivate & boost up sales team member.	20,000	50,000	38,000	80,000
Branch Manager	Monitor branch operations and staff performance. Manage branch targets.	N/A	N/A	40,000	150,000
Business Development Executive / Officer	Develop and implement sales strategy, market mapping and analytics of the market, direct customer engagements.	15,000	30,000	N/A	N/A

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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.	30,000	40,000	50,000	180,000
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 and handling complaints and dealing with related documentation tasks.	12,000	28,000	N/A	N/A
Key Account Executive	Be 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	45,000	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	100,000	130,000
Operation Director	Setting and deploying policy/strategy for operations. Managing and supervising overall operations to achieve the company's objectives. Coordinating with other functions in any related areas.	N/A	N/A	80,000	150,000
Operation Manager	Managing and supervising operations team to achieve the company's objectives. Managing the improvement project or expansion project to increase process capability and efficiency. Coordinating with other functions in any related activities.	N/A	N/A	45,000	120,000
Regional Sales Manager	Contributing regional sales information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining regional sales system improvements; implementing change.	N/A	N/A	80,000	180,000
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	120,000	250,000
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.	13,000	40,000	25,000	40,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Sales & Marketing Manager	Train and supervise sales staff, establishing territories and goals for sales teams. Reviewing the market helps them to determine customer needs, sales volume potential, and pricing schedules that will help meet company goals.	N/A	N/A	45,000	120,000
Sales Administration Assistant	Provided administrative support to the sales department and coordinate with clients and other related departments.	17,000	30,000	30,000	40,000
Sales Administrator/ Sales Support	Responsible for all documents issue. Coordinate with production and related departments. Support sales for the administrative function.	10,000	20,000	18,000	45,000
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.	10,000	40,000	25,000	35,000
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.	15,000	35,000	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	150,000
Sales Engineer	Demonstrate usefulness of products or services to customers. Seek new customers and Maintain good relationships with existing customers.	20,000	70,000	35,000	90,000
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.	10,000	40,000	30,000	60,000
Sales IT	Involved 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.	10,000	35,000	35,000	150,000
Sales Manager	Achieve sales over target. Responsible for product selling. Implement field force strategic planner, targets and schemes for incentive setting, Business environment training, Aligned with marketing team to implement the marketing program.	N/A	N/A	50,000	170,000
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 improvise 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.	N/A	N/A	13,000	15,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Sales Operation 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	40,000	70,000
Senior Sales Engineer	Establish and selling 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	30,000	60,000
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.	30,000	40,000	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	60,000	180,000
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 implementing promotions and specials. Develop marketing strategies and do merchandising. Maintain the budgets and expenditure. Keep abreast of stocks and merchandise levels.	20,000	40,000	40,000	120,000
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.	10,000	20,000	25,000	40,000
Telesales / Telemarketers	Present product information to clients. Contact / approach customers and be able to close deals.	15,000	20,000	30,000	35,000
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	100,000	150,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Supply Chain / Logistics					
Custom Clearance Manager	Know in EDI and eBXML (Paperless system), and HS tariff Code, Understanding of all kinds of custom formalities such as BOI, EPZ, Understanding of Harmonization codes.	N/A	N/A	60,000	120,000
Custom Officer	Custom Clearance / Deal with government departments.	20,000	40,000	40,000	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	50,000
Import & Export Officer / Coordinator	Responsible for import & export procedures and coordinate between internal production, shipping agents and customers for documents & delivery.	12,000	30,000	22,000	40,000
Import Officer	Responsible for documentation that coincides with shipments and importation and are responsible for maximizing space capacity and coordinating schedules with the warehouse. They 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.	12,000	30,000	28,000	35,000
Logistic / Supply Chain & Warehouse Manager (Manufacturing)	Managing and controlling inventory to ensure production continuity and materials not out of stock. Inspecting material receives and issues. Inventory control of all warehouse stock and verifying all documents relating to the warehouse stock system.	N/A	N/A	35,000	90,000
Logistic Manager	Control and manage the team in the Logistics Department.	N/A	N/A	45,000	120,000
Logistic Officer	Contact with Customs.	14,000	40,000	30,000	50,000
Logistic Supervisor	Supervise subordinates and handle the logistics process.	20,000	40,000	25,000	80,000
Production Planner	Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.	20,000	25,000	28,000	45,000
Senior Import-Export Officer	Control all Export & Import Documents. Support Logistics Information, Customs Formalities. Coordinate with Oversea Customer and Supplier for Export & Import Regulations. Direct Import-Export Staff.	20,000	30,000	45,000	100,000
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	30,000	120,000
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.	20,000	40,000	N/A	N/A

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Warehouse Manager	Managing and controlling inventory to ensure production continuity and material not out of stock. Inspecting material receives and issues. Inventory control of all warehouse stock and verifying all document relating to warehouse stock system.	N/A	N/A	45,000	120,000

## Top Management

Chief Executive Officer	Responsible for overall operations, profit & loss, marketing, strategy, financing, creation of company culture, human resources, hiring, firing, compliance with safety regulations, sales, PR and etc.	N/A	N/A	100,000	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	250,000
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 providing 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	Operations Management: administration, and supervision of team. Identifying business opportunities which are in line with corporate objectives. Development and Implementation of marketing plan.	N/A	N/A	60,000	200,000
Managing Director	Setting the culture and Developing strategy and direction for the company. Leading the executive/senior management of the company (including firing and hiring) and Managing Financial and Physical resources.	N/A	N/A	80,000	200,000

## 2.2 Engineering and Technical Positions

### Engineer

Account Manager (Technical)	In charge of specific account and / or industry related to each sales team & business functions.	20,000	45,000	40,000	150,000
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.	18,000	35,000	30,000	80,000
Assistant Sales Manager (Technical)	Assist the Sales Manager in selling products and managing the sales team, implement and operate sales strategies to achieve targets.	N/A	N/A	30,000	80,000



Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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.	20,000	50,000	45,000	200,000
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	30,000	150,000
Construction Engineer	Possess extensive experience in project management, design and construction management of building construction and civil work.	20,000	30,000	40,000	150,000
Construction Manager	Responsible for overall Construction project work. Take care of construction's costs, quality and timeline.	N/A	N/A	50,000	200,000
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.	12,000	60,000	40,000	180,000
Draftsman	In charge of computer drawing follow up construction, products design of 2 & 3 Dimensions.	13,000	20,000	30,000	45,000
Electrical Engineer	Planning the preventive maintenance plan for Machinery and equipment. Monitoring the electrical power supply system. Analyzing and solving the problem of machine breakdowns.	17,000	38,000	40,000	150,000
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	35,000	35,000	100,000
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.	10,000	60,000	30,000	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.	15,000	17,000	40,000	150,000
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	25,000	100,000
Environmental Engineer	Preparing the environmental risk assessment. Control and monitor water treatment systems and other related areas. Being a coordinator or auditor in Environmental Management System.	20,000	40,000	N/A	N/A
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).	45,000	50,000	30,000	250,000
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	150,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
General Manager (Technical)	Overall management in terms of company's business growth, sales management, operations and all support functions.	N/A	N/A	80,000	300,000
Injection Engineer	Operate and maintain injection mold machines, material dryers, and conveying equipment, including prototype runs. Develop programs for various manufacturing equipment, including injection molding machines, robots, vacuum dryers, and temperature controllers under engineering guidance. Monitor and ensure material inventory accuracy and perform material handling. Follow and improve manufacturing processes.	N/A	N/A	35,000	50,000
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.	N/A	N/A	80,000	120,000
Logistic Engineer / Supervisor	Operate Logistics, Supply Chain and Warehouse systems to effectively support manufacturing process.	N/A	N/A	40,000	70,000
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	30,000	150,000
Maintenance Engineer	To Support and maintain the factory utility, facility systems and machines, also running the Plant Manager plan activity.	18,000	40,000	50,000	130,000
Marketing Researcher / Analyst	Conduct market research using both qualitative and quantitative approaches. Responsible for analyzing market trends.	20,000	50,000	50,000	100,000
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.	35,000	40,000	35,000	60,000
Mechanical Engineer	Planning the preventive maintenance plan for electrical machines and equipment. Monitoring the electrical power supply system. Analyzing and solving machine breakdown problems.	15,000	40,000	60,000	150,000
Network Engineer	Design and implement network infrastructure including WAN, wireless network, routers, switches to meet business's requirements with suitable design and security.	15,000	40,000	25,000	60,000
Operation Director	Setting and deploying policy/strategy for operations. Managing and supervising overall operations to achieve the company's objectives. Coordinating with other functions in any related areas.	N/A	N/A	150,000	250,000
Operation Manager	Managing and supervising operations team to achieve the company's objectives. Managing the improvement project or expansion project to increase process capability and efficiency. Coordinating with other functions in any related activities.	N/A	N/A	40,000	130,000
Piping Engineer	Provide engineering support for the shop floor on piping / mechanical fabrication / installation.	20,000	40,000	50,000	80,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		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	300,000
Process Engineer	Provide technical support to operations, developing & designing process and reviewing assigned units' operating conditions and data with recommendations resulting which maximize their operating efficiency.	15,000	40,000	30,000	60,000
Process Improvement Engineer	Analyze the processes of their company in order to determine how these processes can be done more cheaply, efficiently and effectively.	25,000	35,000	35,000	55,000
Product Executive / Manager (Technical Sales & Marketing)	Responsible for planning, strategic marketing, implementation of activities and budget allocation for products.	20,000	25,000	25,000	45,000
Production Engineer	Plan and control overall production process to ensure meeting customer's standards i.e. quality, cost and delivery.	18,000	40,000	30,000	50,000
Production Manager	Plan and monitor daily production volumes based on cycle times and availability, to control product and process to ensure customer needs are met.	25,000	50,000	35,000	120,000
Production Planner	Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.	20,000	25,000	35,000	80,000
Project / Construction Engineer	Responsible for overall project management related to construction. Take care of projects' costs, quality and schedule.	20,000	40,000	90,000	120,000
Project / Construction Manager	Responsible for overall project management related to construction. Take care of projects' costs, quality and schedule.	N/A	N/A	90,000	150,000
Project Coordinator (Technical)	To be 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.	13,000	40,000	N/A	N/A
Project Engineer	Responsible for overall project management. Take care of projects' costs, quality and schedule.	15,000	45,000	20,000	60,000
Project Manager	Manages projects and responsible for controlling budgets, work plans and all Project Management Procedures.	N/A	N/A	30,000	150,000
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	50,000	30,000	120,000
Purchasing Manager (Engineer)	Manage and lead the integrated country purchasing organization in order to bring the value-adds the operations.	N/A	N/A	50,000	80,000
QA / QC Engineer	Solve quality related problems and maintain quality system toward quality policy and organization's objective.	18,000	40,000	30,000	60,000
QA Engineer / Software Tester	Create test cases and perform testing to ensure software standardization.	15,000	50,000	60,000	80,000
Quality Manager	Manage, implement and maintain quality factory systems.	N/A	N/A	30,000	100,000
Research & Development Engineer	Research and develop new products or improvement by information gathering, analysis, experiments and test runs.	13,000	40,000	35,000	70,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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	50,000	120,000
Research & Development Officer	Research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.	18,000	28,000	30,000	60,000
Safety Engineer / Officer	Control the working environment, take care of safety activity. Permiss of working method to other department.	15,000	50,000	40,000	80,000
Safety Manager	Responsible for all EHS activities at strategic level. Facilitate compliance with EHS Management Systems.	N/A	N/A	50,000	150,000
Sales & Marketing Manager (Technical)	Train and supervise sales staff, establishing territories and goals for sales teams. Reviewing the market helps them to determine customer needs, sales volume potential, and pricing schedules that will help meet company goals.	N/A	N/A	30,000	100,000
Sales Administrator/ Sales Support (Technical)	Sales administration & customer service. Liaise with production, documentation and related departments. Support sales for the marketing department.	25,000	35,000	N/A	N/A
Sales Engineer	Demonstrate usefulness of products or services to customers. Seek new customers and Maintain good relationships with existing customers.	12,000	50,000	30,000	80,000
Sales Manager (Technical)	Achieve sales over target, Responsible for sales of products, Implement field force strategic planning, Target and scheme incentive setting, Business environment training, Aligned with marketing to implement marketing program.	25,000	100,000	75,000	150,000
Senior Piping Engineer	Provide engineering support to shop floor on piping/mechanical fabrication/installation.	N/A	N/A	80,000	100,000
Senior Process Engineer	Supervise team and modify process line. Increase productivity by using I.E. techniques.	N/A	N/A	40,000	150,000
Senior Project Engineer	Responsible for overall project management. Take care of projects' costs, quality and schedule.	N/A	N/A	30,000	120,000
Senior Purchasing Engineer	Source both of local & overseas suppliers of automotive parts and materials for production and exporting, run cost reduction and in charge in price negotiation.	N/A	N/A	40,000	150,000
Senior Sales Engineer	Establish and selling 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	100,000
Senior Supplier Quality Engineer	Support internal's suppliers in the area of quality, perform supplier development and quality control.	N/A	N/A	50,000	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.	12,000	40,000	45,000	100,000
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	30,000	120,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Sound Engineer	Operate recording and amplification machines and equipment. Synchronize and equalize prerecorded dialogue, music, and sound effects with visual action of motion pictures or television productions, using control consoles.	15,000	30,000	N/A	N/A
Structural Engineer	Prepare and check for structural deliverables including; Reports, Material Take-Offs, Calculations, Specifications, Drawings and Weight Control.	40,000	60,000	N/A	N/A
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	40,000	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	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.	20,000	40,000	35,000	95,000
System Engineer	Analyze, design, and provide configuration of server systems to clients.	18,000	35,000	30,000	120,000
Technical Consultant	Understand technical aspects of all products and solutions of company. Design, deploy and on-going administration and troubleshooting of systems.	20,000	35,000	40,000	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	75,000	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	50,000	65,000
Warehouse Manager	Managing and controlling inventory to ensure production continuity and material not out of stock. Inspecting material receives and issues. Inventory control of all warehouse stock and verifying all document relating to warehouse stock system.	N/A	N/A	60,000	85,000

## Technical / Manufacturing

Assistant Purchasing Manager (Technical)	Provide technical support to the purchasing process and assign department staff with specific responsibility for processing bid and purchasing documents and materials and responding to related inquiries; and maintaining vendor/source information and inventories.	30,000	35,000	50,000	90,000
Data / 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.	16,000	30,000	30,000	50,000
Draftsman	In charge of computer drawing follow up construction, products design of 2 & 3 Dimensions.	10,000	30,000	25,000	40,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Electrical Engineer	Planning the preventive maintenance plan for Machinery and equipment. Monitoring the electrical power supply system. Analyzing and solving the problem of machine breakdowns.	10,000	30,000	30,000	60,000
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	175,000
General Manager (Technical)	Overall management in terms of company's business growth, sales management, operations and all support functions.	N/A	N/A	80,000	100,000
Injection Engineer	Operate and maintain injection mold machines, material dryers, and conveying equipment, including prototype runs. Develop programs for various manufacturing equipment, including injection molding machines, robots, vacuum dryers, and temperature controllers under engineering guidance. Monitor and ensure material inventory accuracy and perform material handling. Follow and improve manufacturing processes.	N/A	N/A	40,000	60,000
Operation Manager	Managing and supervising operations team to achieve the company's objectives. Managing the improvement project or expansion project to increase process capability and efficiency. Coordinating with other functions in any related activities.	N/A	N/A	60,000	120,000
Plant 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.	13,000	40,000	30,000	80,000
Plant Manager	Responsible for all aspects in manufacturing including production, safety, quality, cost management, supply chain, and customer service.	N/A	N/A	50,000	170,000
Product Development Manager	Initiate new product and analyze data / statistics.	N/A	N/A	60,000	120,000
Production Engineer	Plan and control overall production process to ensure meeting customer's standards i.e. quality, cost and delivery.	18,000	35,000	30,000	80,000
Production Manager	Plan and monitor daily production volumes based on cycle times and availability, to control product and process to ensure customer needs are met.	N/A	N/A	50,000	100,000
Production Planner	Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.	22,000	45,000	N/A	N/A
Production Supervisor / Chief	Supervise production team to achieve company goal. Coordinate with other department to support production line.	18,000	40,000	25,000	65,000
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	60,000
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	40,000	90,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
QA / QC Engineer	Solve quality related problems and maintain quality system toward quality policy and organization's objective.	10,000	23,000	25,000	50,000
Quality Manager	Manage, implement and maintain quality factory systems.	N/A	N/A	30,000	80,000
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	50,000	90,000
Research & Development Officer	Research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.	22,000	45,000	N/A	N/A
Safety Officer	Control working environment, take care for safety activity. Permission of working methodology to other departments.	15,000	30,000	40,000	70,000
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.	20,000	25,000	40,000	60,000
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	80,000	140,000
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	30,000	50,000
Technical Consultant	Understand technical aspects of all products and solutions of company. Design, deploy and on-going administration and troubleshooting of systems.	10,000	25,000	25,000	80,000
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	70,000	100,000
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
Welder	Cut and join of metal products with the use of gas flame, electric arc, thermite compound and other methods. Handle welding machines. Make and repair lead linings, pipes, floors and other lead fixtures with the use of blow torch.	12,000	20,000	N/A	N/A



## 2.3 Information Technology Positions

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Information Technology					
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.	18,000	25,000	30,000	80,000
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
CRM Consultant	Provide consultation and advice to clients regarding Customer Relationship Management (CRM) application package.	25,000	50,000	50,000	120,000
Data Center Manager / Infrastructure Manager	Perform functions critical to the success of the IT Infrastructure Operations group - production support, data processing, problem solution, monitoring, reporting and documentation.	N/A	N/A	50,000	130,000
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, warehouse and data mining.	N/A	N/A	30,000	60,000
Database Administrator	Administrate and monitor database server to maintain the reliability.	26,000	35,000	30,000	50,000
Digital Content Editor / Content Creator / Social Media Content Editor	Experienced copy editor or production editor within an online environment. Writing copy and generating 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.	20,000	30,000	20,000	50,000
Digital Marketing Analyst	Conduct online marketing efforts and create Create articles, contents for clients. Develop and improve digital marketing for company. Maintain online presence including websites and landing pages.	25,000	45,000	35,000	55,000
Digital Marketing Manager	Conduct online marketing efforts and create articles & contents for clients. Manage the online marketing team.	N/A	N/A	60,000	100,000
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.	25,000	77,000	40,000	150,000



Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
GIS Analyst	Collect locally based research materials, order source/reference materials and conduct evaluation of source materials. Create planning maps for current and future database projects. Perform field data collection using prescribed technology, methodology and specifications. Conduct systematic route testing of completed database(s).	18,000	21,000	30,000	50,000
Graphic Designer	Create various types of art for 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	40,000	30,000	50,000
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.	15,000	30,000	17,000	35,000
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.	17,000	40,000	30,000	60,000
IT Auditor	Review of a company's IT management to determine company standards in place for system development, IT operations and overall information security. Provide suggestions on compliance with regulatory and procedural IT issues, and ensure that there are adequate controls maintained over all aspects of the IT environment	N/A	N/A	40,000	60,000
IT Director	Manage and implement the company's IT operational systems as well as to formulate and run software and hardware strategy in order to gain a competitive advantage for the company.	N/A	N/A	100,000	200,000
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	180,000
IT Marketing Manager	Manage and initiate marketing strategies of IT products or IT services. Responsible for press relations, develop marketing campaigns and deliver meaningful messages and visions of the company to consumers.	N/A	N/A	70,000	150,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		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.	20,000	50,000	40,000	80,000
IT Security Manager	Manage the implementation of corporate policies, programs. and procedures to cost-effectively protect information systems assets from intentional or inadvertent modification, disclosure or destruction. Develops, maintains, publishes, and enforces corporate information security standards and guidelines encompassing data and intellectual security.	N/A	N/A	80,000	170,000
IT Support	Maintain, monitor and perform IT troubleshooting for end users.	15,000	30,000	20,000	50,000
Network Administrator	Administrate and monitor network systems to maintain system reliability.	20,000	40,000	30,000	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.	35,000	50,000	40,000	140,000
Operation Director	Setting and deploying policy/strategy for operations. Managing and supervising overall operations to achieve the company's objectives. Coordinating with other functions in any related areas.	N/A	N/A	150,000	200,000
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	40,000	35,000	80,000
Product Manager (IT)	Responsible for planning, strategic marketing, system implementation of activities and budget allocation for assigned products.	N/A	N/A	40,000	100,000
Programmer	Responsible for developing and designing applications and Coding. Managing technical issues dealing with Developments.	15,000	50,000	25,000	85,000
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	30,000	80,000
Programmer / Software Developer (C, C++)	Responsible for Application Framework Design and Coding using C,C++ .Manage technical issues dealing with Development Environment	25,000	50,000	30,000	80,000
Programmer / Software Developer (JAVA)	Responsible for Application Framework Design and Coding using JAVA technology. Manage technical issues dealing with Development.	15,000	50,000	25,000	60,000
Programmer / Software Developer (Mobile Applications)	Develop applications on mobile phones according to customer business requirement on following mobile platforms e.g. iPhone, Android, Blackberry, Windows Mobile, Symbian	15,000	60,000	N/A	N/A
Programmer / Software Developer (ORACLE PL/SQL)	Responsible for design, development, implement and support software applications, Prepare technical documentation as required.	20,000	40,000	25,000	70,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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	50,000	40,000	80,000
Programmer / Software Developer (Specific Applications)	Responsible for Application Framework Design and Coding using Specific Application, Manage technical issues dealing with Development.	25,000	30,000	40,000	100,000
Project Manager	Manages projects and responsible for controlling budgets, work plans and all Project Management Procedures.	N/A	N/A	50,000	120,000
QA Engineer / Software Tester	Create test cases and perform testing to ensure software standardization.	20,000	60,000	30,000	80,000
Sales Admin / Sales Support (Technical)	Sales administration & customer service. Liaise with production, documentation and related departments. Support sales for the marketing department.	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.	15,000	20,000	40,000	45,000
Sales IT	Involved 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	40,000	120,000
Sales Manager (IT)	Achieve sales over target, Responsible for sales of products, Implement field force strategic planner. Business environment training. Aligned with marketing to implement marketing programs.	N/A	N/A	80,000	200,000
SAP Consultant	Provide functional or technical advice on the implementation of SAP. Must have business process and IT knowledge.	20,000	80,000	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	80,000	180,000
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.	20,000	50,000	40,000	80,000
Software Engineer	Develop software and applications starting from analysis, designing, coding, testing and training users.	18,000	60,000	35,000	100,000
Software Quality Assurance Manager	Monitor and test software, following quality standards to ensure software standardization.	N/A	N/A	80,000	180,000
System Administrator	Administrative and monitor servers and data center to maintain system reliability.	20,000	40,000	35,000	70,000
System Analyst / Business Analyst	Perform system feasibility studies, analysis and design to meet users requirements. Work closely with programmers and software engineers.	20,000	60,000	30,000	100,000
System Consultant Manager	Responsible for Post-Sale based on customer requirements.	N/A	N/A	70,000	100,000
System Engineer	Analyze, design, and provide configuration of server systems to clients.	20,000	50,000	30,000	80,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Technical Consultant	Understand technical aspects of all products and solutions of company. Design, deploy and on-going administration and troubleshooting of systems.	18,000	50,000	40,000	90,000
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	60,000	120,000
Training Executive / Officer	Administer training activities , prepare the training plan & budget, and arrange all training. Coordinate with HR & Campus activities.	20,000	35,000	30,000	50,000
Web Designer	Design and develop website contents by using multimedia tools.	15,000	45,000	25,000	50,000
Webmaster	Implement web pages, maintain content and oversee day-to-day management of the company website. Assure quality and filing integrity of web pages.	25,000	35,000	30,000	50,000

## 2.4 Japanese Speaking Positions

### Accounting

Accounting Analyst	Performs 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	40,000	40,000	60,000
Accounting Executive / Officer	Cash receipts, expenditures, investments, purchasing, inventory, assets, payroll. Record all transactions. Prepare and submit VAT reports. Assist for assets and inventory control and handle general accounting functions.	20,000	40,000	30,000	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	45,000	100,000

### Admin / Secretarial

Administrative Assistant	Handle documents and support functions, such as filing and other administration functions. Coordinate with internal departments.	15,000	35,000	25,000	50,000
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	150,000
Administrative Officer / Staff	Responsible for administrative functions and support related sections. Manage document support for related departments.	15,000	50,000	30,000	50,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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 required.	25,000	40,000	30,000	70,000
Interpreter	Provide language conversion in a range of business meetings, production lines, training, seminar as assignment. Handle document translation.	15,000	40,000	30,000	70,000
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	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. Handling both personal and business affair arrangement. Provide secretarial and administrative support to department / senior secretary. Handle all secretarial duties include typing, filing and others tasks as assigned. Hands on role in meeting and document translations.	15,000	50,000	20,000	55,000
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	50,000	40,000	50,000
Receptionist	Responsible for greeting and welcoming guests, handle guest enquiries and complaints, make outgoing calls and answer incoming calls, meeting room arrangements, maids and messengers handling.	15,000	20,000	N/A	N/A
Sales Administrator/ Sales Support	Responsible for all documents issue. Coordinate with production and related departments. Support sales for the administrative function.	15,000	25,000	N/A	N/A
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.	20,000	40,000	N/A	N/A

## Customer Service

Call Center	Manage incoming and outgoing calls. Providing service and information for customers. Handle enquiries and complaints.	45,000	50,000	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 and handling complaints and dealing with related documentation tasks.	15,000	40,000	38,000	60,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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	70,000
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.	18,000	35,000	50,000	65,000

## Design / Decorative / Architect

Graphic Designer	Create various types of art for 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	35,000	N/A	N/A
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## 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	45,000	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.	N/A	N/A	40,000	50,000
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.	25,000	45,000	N/A	N/A
Electrical Engineer	Planning the preventive maintenance plan for Machinery and equipment. Monitoring the electrical power supply system. Analyzing and solving the problem of machine breakdowns.	25,000	50,000	45,000	100,000
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.	15,000	40,000	40,000	100,000
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	40,000	N/A	N/A
Environmental Engineer	Preparing the environmental risk assessment. Control and monitor water treatment systems and other related areas. Being a coordinator or auditor in Environmental Management System.	N/A	N/A	40,000	90,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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).	20,000	30,000	N/A	N/A
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	130,000
Industrial Business Analyst	Responsible for reviewing, modifying and recommending business requirements applied to company databases and system applications.	N/A	N/A	55,000	75,000
Maintenance Engineer	To Support and maintain the factory utility, facility systems and machines, also running the Plant Manager plan activity.	N/A	N/A	35,000	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.	N/A	N/A	50,000	72,000
Plant Manager	Responsible for all aspects in manufacturing including production, safety, quality, cost management, supply chain, and customer service.	N/A	N/A	50,000	120,000
Process Engineer	Provide technical support to operations, developing & designing process and reviewing assigned units' operating conditions and data with recommendations resulting which maximize their operating efficiency.	30,000	40,000	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	25,000	45,000	60,000
Production Manager	Plan and monitor daily production volumes based on cycle times and availability, to control product and process to ensure customer needs are met.	N/A	N/A	40,000	80,000
Project Engineer	Responsible for overall project management. Take care of projects' costs, quality and schedule.	25,000	35,000	N/A	N/A
Project Manager	Manages projects and responsible for controlling budgets, work plans and all Project Management Procedures.	N/A	N/A	45,000	150,000
QA / QC Engineer	Solve quality related problems and maintain quality system toward quality policy and organization's objective.	15,000	30,000	25,000	70,000
Quality Manager	Manage, implement and maintain quality factory systems.	N/A	N/A	50,000	80,000
Research & Development Engineer	Research and develop new products or improvement by information gathering, analysis, experiments and test runs.	30,000	50,000	N/A	N/A
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	80,000
Sales Engineer	Demonstrate usefulness of products or services to customers. Seek new customers and Maintain good relationships with existing customers.	20,000	35,000	40,000	60,000
Senior Purchasing Engineer	Source both of local & overseas suppliers of automotive parts and materials for production and exporting, run cost reduction and in charge in price negotiation.	N/A	N/A	25,000	45,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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.	20,000	30,000	35,000	50,000
System Engineer	Analyze, design, and provide configuration of server systems to clients.	30,000	35,000	N/A	N/A

## Finance

Credit Analyst	Analyze and create clients portfolio and approve clients' loan.	20,000	30,000	40,000	60,000
Financial Administrator / Officer	Responsible for administrative functions and support related sections. Manage document support for related departments.	18,000	30,000	30,000	50,000
Financial Analyst	Responsible for business plan development, handling feasibility study for new projects, industry analysis and financial projections, Advise and analyze product pricing and create clients' portfolio and approve client loans.	22,000	35,000	30,000	50,000
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	60,000

## Government Affair

Government Affair Officer	Responsible for all liaison with government agencies such as the Ministry or Department regarding the documents, issue and any coordinations.	17,000	22,000	30,000	70,000
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## Human Resource

Assistant Human Resource Manager	Manage, plans and develop HR strategies and HR functions for the expansion and development of the business. Assist the HR Manager in managing all HR functions.	20,000	25,000	40,000	60,000
HR Generalist / HR Specialist	Oversee Recruitment, Training and other specialty departments.	20,000	35,000	40,000	60,000
HRD Manager (Regional) / Director	Building foundations for corporate culture, Code of Conduct and Business Drivers. Designing and developing regional policies and procedures to enforce the same standard practices.	N/A	N/A	60,000	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.	15,000	35,000	25,000	45,000



Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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	100,000
Training Executive / Officer	Administer training activities , prepare the training plan & budget, and arrange all training. Coordinate with HR & Campus activities.	25,000	40,000	35,000	60,000

## Information Technology

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.	20,000	35,000	N/A	N/A
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	45,000	80,000
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.	25,000	55,000	N/A	N/A
IT Support	Maintain, monitor and perform IT troubleshooting for end users.	20,000	50,000	N/A	N/A
Programmer	Responsible for developing and designing applications and Coding. Managing technical issues dealing with Developments.	35,000	50,000	40,000	70,000
Sales IT	Involved 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	30,000	30,000	60,000
Software Engineer	Develop software and applications starting from analysis, designing, coding, testing and training users.	20,000	30,000	30,000	60,000
System Analyst / Business Analyst	Perform system feasibility studies, analysis and design to meet users requirements. Work closely with programmers and software engineers.	20,000	45,000	25,000	65,000
System Engineer	Analyze, design, and provide configuration of server systems to clients.	30,000	35,000	30,000	60,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Training Executive / Officer	Administer training activities , prepare the training plan & budget, and arrange all training. Coordinate with HR & Campus activities.	15,000	30,000	26,000	55,000

## Legal / Compliance

Legal Consultant / Specialist	Responsible for administrative functions and support related sections. Manage document support for related departments.	20,000	35,000	N/A	N/A
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## Marketing / PR

Assistant Marketing Manager	Assist Marketing Manager. Analyze budget plan, SWOT and Monitor Product Management.	N/A	N/A	40,000	65,000
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	30,000	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	35,000	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.	15,000	30,000	20,000	40,000
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	40,000	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	100,000
Marketing Researcher / Analyst	Conduct market research using both qualitative and quantitative approaches. Responsible for analyzing market trends.	20,000	40,000	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.	25,000	30,000	30,000	55,000
Senior Marketing Officer	Control and manage the team. Responsible for marketing activities that benefit the company & its brands.	N/A	N/A	25,000	55,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Purchasing / Procurement / Expenditure / Buyer / Merchandiser					
Assistant Purchasing Manager	providing technical support to the purchasing process and assigned department staff with specific responsibility for processing bid and purchasing documents and materials and responding to related inquiries; and maintaining vendor/source information and inventories.	25,000	30,000	35,000	55,000
Planning Manager	Promote the planning ethos. Liaise directly with the Regional Operational & Commercial Directors. Work with the Head of Planning and other Planning Managers Forum to standardize and improve the Planning Function within the business. Assess the contract planning resource required at regional level to support delivery of the business targets set by the Board. Promote and improve Planning Standards at business, regional and project level.	N/A	N/A	35,000	60,000
Procurement Officer	Monitor contractor performance, recommending 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	45,000	35,000	60,000
Purchasing Executive	Monitor contractor performance, recommending 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	30,000	50,000
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	32,000	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.	20,000	40,000	30,000	50,000
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	70,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Sales					
Account Executive	Contact existing and new clients. Building strong relationship with concerned parties. Manage/execute sales plan to be successful as targeted.	30,000	40,000	N/A	N/A
Assistant Sales Manager	Develop/implement sales strategies and close supervision of team to achieve sales targets. To monitor target in terms of annual sales figures & support by motivate & boost up sales team member.	18,000	40,000	30,000	60,000
Branch Manager	Monitor branch operations and staff performance. Manage branch targets.	N/A	N/A	55,000	65,000
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	40,000	120,000
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 and handling complaints and dealing with related documentation tasks.	20,000	40,000	N/A	N/A
Key Account Manager	Responsible for sales target of products. Develop account plans, trade terms and promotional activities.	N/A	N/A	60,000	150,000
Operation Manager	Managing and supervising operations team to achieve the company's objectives. Managing the improvement project or expansion project to increase process capability and efficiency. Coordinating with other functions in any related activities.	N/A	N/A	50,000	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	60,000	100,000
Relationship Manager	Expand business with prospects and existing clients and prepare credit proposals. Develop and execute marketing plans.	30,000	40,000	40,000	50,000
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.	22,000	35,000	40,000	60,000
Sales & Marketing Manager	Train and supervise sales staff, establishing territories and goals for sales teams. Reviewing the market helps them to determine customer needs, sales volume potential, and pricing schedules that will help meet company goals.	N/A	N/A	50,000	80,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Sales Administrator/ Sales Support	Responsible for all documents issue. Coordinate with production and related departments. Support sales for the administrative function.	15,000	30,000	30,000	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.	15,000	30,000	25,000	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	80,000	150,000
Sales Engineer	Demonstrate usefulness of products or services to customers. Seek new customers and Maintain good relationships with existing customers.	20,000	35,000	40,000	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.	15,000	35,000	25,000	50,000
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.	20,000	40,000	35,000	60,000
Sales IT	Involved 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	35,000	40,000	60,000
Sales Manager	Achieve sales over target. Responsible for product selling. Implement field force strategic planner, targets and schemes for incentive setting, Business environment training. Aligned with marketing team to implement the marketing program.	N/A	N/A	40,000	100,000
Sales Manager (IT)	Achieve sales over target, Responsible for sales of products, Implement field force strategic planner. Business environment training. Aligned with marketing to implement marketing programs.	N/A	N/A	70,000	120,000
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.	35,000	45,000	40,000	60,000
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 implementing 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	30,000	50,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
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.	15,000	25,000	20,000	40,000
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	30,000	70,000

## Supply Chain

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 and handling complaints and dealing with related documentation tasks.	15,000	40,000	35,000	55,000
Import & Export Officer / Coordinator	Responsible for import & export procedures and coordinate between internal production, shipping agents and customers for documents & delivery.	18,000	35,000	30,000	50,000
Logistic / Supply Chain & Warehouse Manager (Manufacturing)	Managing and controlling inventory to ensure production continuity and materials not out of stock. Inspecting material receives and issues. Inventory control of all warehouse stock and verifying all documents relating to the warehouse stock system.	N/A	N/A	55,000	70,000
Logistic Manager	Control and manage the team in the Logistics Department.	N/A	N/A	45,000	70,000
Logistic Officer	Contact with Customs.	20,000	40,000	N/A	N/A
Production Planner	Production Planning, scheduling, material Control. Ensure availability of materials to meet production loading plans.	20,000	25,000	N/A	N/A
Warehouse Manager	Managing and controlling inventory to ensure production continuity and material not out of stock. Inspecting material receives and issues. Inventory control of all warehouse stock and verifying all document relating to warehouse stock system.	N/A	N/A	50,000	90,000

Job Position	Job Description	Exp. 0-5 yrs.		Exp. >5 yrs.	
		Min (฿)	Max (฿)	Min (฿)	Max (฿)
Technical / Manufacturing					
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	50,000	100,000
Operation Manager	Managing and supervising operations team to achieve the company's objectives. Managing the improvement project or expansion project to increase process capability and efficiency. Coordinating with other functions in any related activities.	N/A	N/A	50,000	120,000
Product Development Officer / Staff	Assist with 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.	20,000	30,000	N/A	N/A
Production Manager	Plan and monitor daily production volumes based on cycle times and availability, to control product and process to ensure customer needs are met.	N/A	N/A	50,000	70,000
Production Supervisor / Chief	Supervise production team to achieve company goal. Coordinate with other department to support production line.	30,000	40,000	33,000	63,000
Project Manager	Manages projects and responsible for controlling budgets, work plans and all Project Management Procedures.	N/A	N/A	50,000	130,000
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	50,000	80,000
QA / QC Engineer	Solve quality related problems and maintain quality system toward quality policy and organization's objective.	20,000	40,000	25,000	55,000
Research & Development Officer	Research and develop new products or improvement by information gathering, analysis, experiment, trial, and test runs.	18,000	35,000	35,000	60,000
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	170,000

## Top Management

Director / General Manager	General management for new company investments in Thailand. Handling all administrative and account duties besides the sales management.	N/A	N/A	65,000	100,000
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# Adecco Offices in Thailand

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

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## **Adecco Phaholyothin Recruitment Ltd.**

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

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

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## **Adecco Human Capital Solutions**

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## **Adecco Bangna Ltd.**

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

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## **Adecco Japanese**

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