



PR/115176 | Project Coordinator Section Manager

募集職種

人材紹介会社

ジェイエイシーリクルートメント タイランド

求人ID

1504053

業種

小売

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2024年11月19日 10:36

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Position: Project Coordinator Section Manager

Responsibilities:

- Manager liaises with the wood chip production unit, pulp and paper production units.
- Coordinates with other departments related to project work, such as the production, maintenance, finance, procurement departments, and other relevant units.
- Coordinate with internal and external departments to ensure smooth project operations and efficient achievement of goals.
- Track the project's S-Curve, Project Master Schedule.
- Control the project's weekly/monthly budget and costs.
- Prepare and report the overall progress of the project to the supervisor.

- Prepare meeting documents, follow up on project meeting results with various departments, and track the implementation outcomes from the meetings.
- Coordinate with the Human Resources and Government Relations departments for obtaining construction permits, project operation permits, visas, work permits, etc.
- Coordinate with the procurement department to review and draft contracts with contractors/suppliers.
- Analyze contractor and supplier status reports to match actual project status.
- Coordinate with the O&M department for smooth project operations.
- Coordinate the translation of project documents.

Qualifications:

- Bachelor's degree in Engineering ,Scientist or any relevant.
- Experience in project coordinator at least 5 years.
- Good Command both English and Chinese.
- Good Communication.

会社説明