



## Job Opportunity for Business Administrator (1 Year Contract), (METRO Construction)

Chatujak, Bangkok, Thailand (Job ID 3203)

**Our Client:** Leading international JV METRO consortium in Thailand

Employment type: Contract (Construction project)

Initial contract term: 1 year (subject to renew depend on project requirement)

Probation period: 119 Days

Working place (Site office): Chatujak, Bangkok

- Competitive salary
- Free shuttle bus
- Medical insurance
- Overtime pay

### Qualification:

- Able to handle above works in English
- Able to use excel
- Communication skill (with forwarders and in-company)

### Requirement:

- Logistics:
- Making Invoice and any other documents for import
- Coordinating forwarder
- Correcting information (in-company)
- Sales Support:
- Supporting Quantity Surveyors for Debt Correction
- (It is not a person in charge of negotiating to client)
- Supporting boss, to make documents or others

Interested, please send full profile to [mana@omni-interconsult.com](mailto:mana@omni-interconsult.com) or visit [www.omni-interconsult.com](http://www.omni-interconsult.com)

