

## JOB POSTING

**Business Analyst Executive**

**1 position**

**Reports to** : Head Of Sales Planning and Operations  
**Department** : Sales Department  
**Location** : Sirinrat Building, Rama 4, Bangkok

### **General Description :**

- Data Analysis of freight forwarder related activities in terms of operational processes, financial, volume, budgets, targets, existing and new services, major business development activities/business

### **Specific Accountabilities :**

- Work closely with sales to gather business information requirements.
- Perform data analysis, data mapping and similar tasks to support sales department.
- Provide suggestion/recommendation or work-around on sales data or similar tasks.
- Provide support to sales and sales support teams in information area.
- Assist General Manager, Sales to co ordinate with related department to manage regional project: Family Tree Tools, Balance Score Cards, Operational Excellence, Pan APAC business development and other assignment by GM.
- Work closely with IT and operations to maintain realistic number in profitability report.
- Manage ISO and compliance's audit
- Sales centered to distribute the industrial news, updates to sales team member
- Co-ordinate and follow up with sales team to update training needs to training department
- Co-ordinate with related department to prepare and exhibit exhibition and trade show
- Manage presentation gallery and co-ordinate with others department to update Schenker Thai presentation
- Manage to order and inventory management of sales 's promotional items , marketing material
- Take minute of sales manager meeting , following up pending items/issues
- Other assignment as assigned by General Manager, Sales

### **Qualification and Skill Required :**

- Minimum of Bachelor's Degree in freight forwarding field or related field
- Minimum 2 years of relevant working experience especially in finance analysis
- Good analytical and problem solving skill
- Good command of both written and spoken English
- Good computer literacy and well versed in Microsoft Office Applications
- Ability to work under pressure in a demanding and multitasking environment

**Schenker** (Thai) Ltd. offers a wide range of career opportunities within our organization, in Thailand or abroad. The salary and bonus programs are attractive and all other benefits (medical insurance, provident fund etc) usually offered by international companies are available here too. All salaries are paid 13 times and a results related bonus of up to 2 months salary is paid in addition each year.

If you are interested in joining a successful and professional team, please send your CV and photo to the e-mail address below. **Please enter as 'subject' the position you are applying for.**

**"We will consider English language resumes only"**

**HUMAN RESOURCES DEPARTMENT**

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