

Business Operations Executive

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Company: China Mobile International Limited

Location: Thailand

Category: other-general

Business Operations Executive Asia Pacific Region Thailand Thailand Subsidiary Business Operations Management Middle Apply

Responsibility

- Sales Operation - Assist sales team in different operation including but not limited to sales report management, stock forecast and preparation, sales fulfillment, target achievement report, etc
- Marketing Support - Working closely with Business Development team and HQ, support in different marketing activities including but not limited to Marketing Events Management, Marketing Material Preparation and Campaign Support.
- Customer & Billing Support - Act as second tier support, assist customer service hotline in any escalated cases handling. Coordinate with network partner on different operational issues and workflow enhancement. Assist in different billing logistic and operation
- Process Management - Setup and enhance workflow and process to ensure the operation is comply with different company policy
- Reporting - Assist the team in preparing different management report. Working closely with product team to feedback any area for improvement, especially from local operation perspective

Requirements

- Degree holder in a recognized university

- Experience in operation support function is definitely an advantage
- Understanding in logistic management / customer services support is needed.
- Proficient in MS Office, knowledge in Visio is definitely an advantage
- Passion to make a difference, self-motivated, detail minded and high accuracy standards
- Good interpersonal skill
- Positive, confident, presentable and with an ability to listen and articulate
- Proficiency in Chinese and English is an advantage

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