

PLUM COLORS

CO., LTD.

Business Manager

Job Description

Plum Colors is seeking a Business Manager to help in the administrative duties of the company along with Accounting, Marketing and Sales.

Job Responsibilities

- Maintain financial accounts of the company
- Build online presence of the products through social media and website
- Make calls and fix appointments with the potential clients
- Maintain inventory levels
- Supervise and coordinate the administrative responsibilities of the company including banking and other legal work.

Job Qualifications

- Fresh graduate with an undergraduate degree in business or management
- Proficient in MS Office
- Sound understanding of accounting softwares used in Thailand
- Good understanding of Social Media – Instagram, Facebook, etc.
- Fluent in English and Thai (Reading, Writing and Speaking)
- Thai national

Location

Silom, Bangkok (BTS Surasak)

*Candidate with an interest in gems and jewelry would be preferred.

Contact

Please send your CV to plumcolors@gmail.com