

Position: Technology Coordinator

Location: Bangkok

Responsibilities

- Perform administration work (PR/PO, Certified letter, Sample requisition, Compound documentation, minute of technical meeting, etc.) to serve tech team
- Provide report of sample follow up, department lead measure progress, new product development project progress
- Coordinate with tech and sales, logistics and agent to serve customers in sample request / customers complaint
- Coordinate with CRM to support customers activity
- Coordinate within Technology Engineer to block and unblock products
- Other assignment from Product Innovation and Technology manager

Qualifications

- Bachelor's degree
- Good English communications
- Good computer skills in MS Office (SAP would be an advantage)
- Required TOEIC score 550

All information will be treated as confidential. Only short-listed candidates will be contacted for further interview

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Human Resources Department
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