

Run the World with Huawei Thailand Recruitment



HUAWEI TECHNOLOGIES (THAILAND)

CHINESE SPEAKING POSITION
Now Available !

WHY HUAWEI?

Want to make a **DIFFERENCE**?
Want to create a life of **INFLUENCE**?
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Project Coordinator

Working Location: Bangkok

General Description of Duties and Responsibilities

- Work as project coordinator to support project management including handling for site-access permission for subcontractor and building owner and customer, schedule management, Progress tracking and reporting, document preparation and processing.
- Assist project manager for overall project management such as data & document management, site access management, material management, PR/PO management, BOQ management, using Huawei project management tools for overall project management.
- Coordinating and confirm plan for site access schedule with customer, subcontractor and building owner.
- Follow up and coordinate with subcontractor, customer and Huawei project engineer and project manager for overall KPI management such as revenue, acceptance, material delivery plan, project progress, PR/PO, cost & budget management, etc.
- Handling project management related tasks such as issuing PR/PO, material request, check and approve acceptance site folder, follow up subcontractor + customer + Huawei project management to fulfil overall KPI.

Candidate Requirements

- 0-2 years' experience as project coordinator.
- Having experience working in Telecommunication Company is advantage.
- Minimum bachelor degree (Chinese communication or Engineering field will be advantage).
- Good and experience in using computer, computer applications, MS-office is necessary.
- Good command in English and Chinese.
- Able to work as a team, under high pressure situation, able to work independently, and able to work overtime and on holiday if work require with short notice.

Marketing Specialist

Working Location: Bangkok

General Description of Duties and Responsibilities

- Collaborate with internal/external team including agencies and other vendor partners to effective marketing activities
- Support the execution of marketing activities including event, seminar, webinars, summit, workshop, product campaign, media activities, press conferences, showcases, KOL etc.
- Travelling to onsite inspections and project managing events.
- Customer Solution Innovation & Integration Experience Center (CSIC) visit management.
- Marketing materials/content/gift preparation and management
- Other ad-hoc duties as required.

Candidate Requirements

- Bachelor degree or higher in Business Administration, Marketing or related field;
- Have good team player and good interpersonal and communication skills.
- Positive attitude and able to work under challenging assignments, good handle with pressure.
- Open-minded, flexible, have good communication/planning, keen attention to detail and enthusiastic attitude
- Require skill(s): MS Office tools knowledge, basic graphic design
- Good command in English, both communication and writing.

Customer Support Engineer

Working Location: Bangkok

General Description of Duties and Responsibilities

- Responsible for maintenance of digital power business equipment.
- Provide technical support to digital power customers through telephone, mail or other service channel to trouble-shooting.
- Interface with engineering partner/on-site engineer to locate technical problems that may arise during the engineering and maintenance process.
- Remote Maintenance support and solution provided for problems and technical queries raised by customer or local subcontractor according to SLA.
- Responsible for handling technical cases on internal ticket system and keep track of these problems during the whole resolving process until issue get completed resolved.
- Provide warm service and communication to ensure customer satisfaction

Candidate Requirements

- Possess Bachelor's Degree or above in Electrical and Electronic Engineering or related majors.
- Knowledge required: Solar inverter, Energy storage equipment and maintenance. Be familiar electrical and electronic.
- Strong technical troubleshooting skills in Enterprise level products: solar inverter, Energy storage and related product.
- Good communication and customer service skills and the ability and desire to work in a collaborative team environment.
- Capable of bearing high pressure and adapting to multiple shifts based on business changed. Accept short travelling and project support arraignment based on business request.
- Native Thai, professional English and Mandarin, are an essential condition,
- Fresh graduates are welcome to apply for this position, but have experience in relevant projects, competitions, or relevant outputs.

Internal Controller Assistant (Finance)

Working Location: Bangkok

General Description of Duties and Responsibilities

- Check the process in the company with the policy and regulation.
- Participate in the regional annual risk assessment
- Assist audit projects or special audit projects in different countries.
- Develop the regional audit work plan and fraud investigation
- Assist confidential audits or fraud investigations.
- Manage on cross-functional efforts within the company to improve company operations

Candidate Requirements

- Bachelor Degree in related field,
- Have ACCA and CIA certificates is preferred.
- Strong local business knowledge, such as sales, engineering delivery, procurement and logistics, thorough knowledge of telecom industry preferred;
- Fresh Graduates are welcome to apply
- Have experience in audit project management and excellent organizations skills is preferred.
- Have analytical, critical thinking and problem-solving skills.
- Ability to work independently, under pressure.
- Willing to travel internationally, be self-starter and have energy and enthusiasm to work.
- Good communication in English

Project Finance Controller (Finance)

Working Location: Bangkok

General Description of Duties and Responsibilities

- To establish a project financial management operation mechanism that conforms with the characteristic of the particular delivery project.
- Organize to set up the budget and monitor the delivery resources through budget cost authorization mechanism.
- Formulate the project financial management targets after consider of the customers, management and the subcontractors' requirements (including revenue, cost, inventory, accounts receivable and payable, etc.) and allocate it accordingly to each of the responsibility parties involved.
- Dynamic monitoring the operating of financial management performance indicators, organize budget execution deviation analysis, objectively reveal the business problem, push and drive the business process improvement.
- Provides project financial management results, supporting the project team and the key roles on the project team in project management performance and incentive evaluation, to carry out the project delivery cost baseline application and optimization, closing the loop of the project financial management cycle through final accounting.

- Carry up the end to end process of project profitability management and to optimize the growth of project profitability.
- Monitor project risk both internal and external risk and ensure the project operation are in healthy and steadiness conditions.

Candidate Requirements

- Bachelor's degree holder or above in Finance and auditing.
- At least 1 year of working experience in Finance. Experience in ERP System and telecom industry will be advantageous for the position. High potential fresh graduate is welcome.
- Good Computer skills in Microsoft Office, especially Excel, be familiar with basic function (such as Vlookup, Sumifs, Isna, And, Or) including PivotTable, Chart.
- Positive thinking and coordination skill.
- Hard working and can work under pressure.
- Good communication in English.

Finance Specialist (Finance)

Working Location: Bangkok

General Description of Duties and Responsibilities

- Manage the revenue of the progress of key projects, identify potential business risks and give warnings, provide basis for managers' decision-making, ensure risk control in advance, and review contracts
- Be responsible for the daily operation and management of digital energy, including order and revenue management and expense investment management.
- Budgeting and forecasting management: Organize the designating and reviewing of annual budgets and monthly operating forecasts, assist in specifying operating targets, and identify key information about business operating changes.
- Performance analysis: Perform multi-dimensional financial analysis on business data to identify business issues and reveal key risks.

Candidate Requirements

- Bachelor's degree or above in finance or accounting;
- At least three years' work experience in financial operation and management; working experience in the ICT industry is preferred.
- Professional knowledge such as operation management and risk management. Have experience in designing and implementing comprehensive financial solutions for multinational companies is preferred.
- Have a good foundation in accounting and financial management and understand international accounting standards.
- Proactive working attitude, clear thinking and logic, strong data analysis capability, and strong interpersonal communication skills.
- Familiar with office tools, Excel and PowerPoint.
- Good command in English

Project Procurement Assistant

Working Location: Bangkok

General Description of Duties and Responsibilities

- Strictly follow Huawei procurement process, collaborate with project requestor to sourcing enough supplier team resources to achieve project target, and guide project requestor to correctly follow procurement progress,
- Support CEG buyer to do supplier qualification, supplier selection, supplier contract signing, supplier performance evaluation, supplier portfolio management, supplier development management,
- Daily supplier problems solve, supplier share adjustment, supplier cooperation disputes, supplier procurement to payment management, supplier relationship management and support for internal control.

Candidate Requirements

- Bachelor Degree in related fields.
- Have at least 2 years of experience in purchasing, procurement or audit.
- Strong target results oriented, willing to dedicate to work, proactively engagement.
- Eager to learn, and learning by doing.
- Have strong communication and presentation skills.
- Able to work in a challenging fast and pressure environment.
- Good English communication.

Logistics Coordinator (Supply Chain)

Working Location: Bangkok

General Description of Duties and Responsibilities

- Coordinate and monitor warehouse operations.
- Tracking inbound and outbound status with 3PL provider. Ensure they process order and report back in time.
- Monitor inventory and serial number accuracy and perform stock audit on site daily. Random check the equipment based on provided strategic plan.
- Supervise material storage in warehouse whether follow company's regulation. Publish problem tracking or improvement report. Follow up with 3PL provider until case close.
- Collect regular report from 3PL provider. Ensure the report has been submitted timely and accurately.
- Training subcontractor for warehouse and cargo return regulation on site and online.
- Prepare accurate reports for upper management.

Candidate Requirements

- Bachelor's degree in Supply Chain, Logistics, Business Administration or related fields.
- Have basic computer skills and able to use Microsoft software (Word, Excel, PowerPoint, Outlook)
- Good communication and organizational skills (able to do detailed work).

- Ability to work independently and as part of a team.
- Willing to learn new things and has the responsibility to complete the assigned task.
- A valid driver's license or having a personal car is preferable.
- Fresh graduates are welcome.
- Good English communication.

HR Assistant (Operation)

Working Location: Bangkok

General Description of Duties and Responsibilities

- Assist in manage Human Resources Operation.
- Manage operation part in Human Resources Recruitment process
- Check related documents and key in system LWMS
- Support Campus recruitment team such as prescreen Intern candidate, assist to arrange job fair and roadshow
- Administrative duties and recordkeeping.

Candidate Requirements

- Bachelor's degree or above in relevant field of study.
- Able to use MS office such as Word, Excel and Power Point
- Able to work under pressure and willing to work hard.
- Service mind and good interpersonal characteristic.
- Good confidential keeper & team work, very good communication skills and good attitude.
- Good personality and high responsibilities.
- Fluent spoken and written in both English & Chinese Mandarin.

Recruitment Assistant

Working Location: Bangkok

General Description of Duties and Responsibilities

- Operate the Recruitment hiring system
- Work co-operation with Recruiter for hiring process
- Responsible for system daily progress
- Performing reference and background checks.
- Support job fair, campus recruitment and internship.
- Develop recruitment progress reports and perform job assessment and reviews.
- Support the recruitment team to achieve the overall target.

Candidate Requirements

- Bachelor or above degree majoring in Human Resources, Arts, Business Administration or related field.
- 1 - 2 years experiences in recruitment function.
- Fresh Graduate are also welcome
- Accuracy, Detail person, Result-oriented, adaptable, self-motivated, persistent, diligent and responsible.
- Be able to negotiate and lead teams, good interpersonal skills.
- Well organized and methodical.
- Good communication in English.