

RECRUITMENT INFORMATION

W&S Group Company established No. 1 most active online panel industry in Indonesia and Vietnam. Our company specialises in Online Research, Offline Research, Web Marketing & Web Promotion in South East Asia, including subsidiary office in Japan, Vietnam & Indonesia. At this current time we've just released "HaiSurvey" website that provided first self-service online research system in South East Asia.

W&S Thailand is part of W&S Group Company. By expanding into Thailand market, we are searching for talented and skilled members to establish new company.

To fulfil the vision of becoming the Top Online Market Research Company in South East Asia, now we are looking for potential candidates who possess competence, experience and quality for following positions:

Admin/ Business Assistant

- **Job description:**

- ✓ Prepare documentation for company and clients.
- ✓ Planning & Arranging Financial plan.
- ✓ Support General Director for any related company document.
- ✓ Support marketing and Research department in communicating with survey members for any surveys & marketing campaign.

- **Essential requirements:**

- ✓ Bachelor Degree or above
- ✓ Having deep knowledge of Business Administration
- ✓ Good English communication skill (communicating in Japanese is preferred)

- **Other requirements:**

- ✓ Age : 24~28
- ✓ Honest and discipline
- ✓ Be able to work under pressure
- ✓ Have long term commitment with the company
- ✓ Creative and active at working.
- ✓ Having time and multi-tasks management skill is an advantage
- ✓ Ability to work independently as well as within a team
- ✓ Be interested in Online Panel Management and Market Research
- ✓ Willing to create new business ideas
- ✓ Having high working spirit
- ✓ Love challenges in the new market

- ✓ Have vision to reach top of the career
- ✓ Willing to join the company for long-term

Chief Accountant

- **Job description:**
 - ✓ Responsible for General Accounting functions (documenting, managing, reporting – petty cash/ bank/ collection/ cash advanced, etc)
 - ✓ Deal with Tax filing and tax related issues
 - ✓ Compose, monitoring company's contracts
 - ✓ Deal and keep in contact with the banks and Governmental organizations
 - ✓ Other tasks as assigned by General Director
- **Essential requirements:**
 - ✓ Bachelor Degree or above (Accounting - Finance)
 - ✓ Good English communication skill, both verbal and written.
 - ✓ Over 1 year of experience working as an Accountant
 - ✓ Having experience working for a foreign company
 - ✓ NOTE : Having knowledge and experienced in HR management is an advantage
- **Other requirements:**
 - ✓ Age : 25~29
 - ✓ Honest and discipline
 - ✓ Be able to work under pressure
 - ✓ Have long term commitment with the company
 - ✓ Creative and active at working.
 - ✓ Having time and multi-tasks management skill is an advantage
 - ✓ Ability to work independently as well as within a team
 - ✓ Having high working spirit
 - ✓ Have vision to reach top of the career

Support Member

- **Job description:**
 - ✓ Online Customer Service
 - ✓ Check information and manage profiles of survey members in Company system
 - ✓ Manage incentive exchange issues of online survey members (convert points into phone card, electronic money and line by members).
 - ✓ Communication by email, phones and messenger to answer members queries about company online survey systems.
 - ✓ Supporting Marketing and Research departments in communicating with survey members for any surveys, marketing campaigns
- **Essential requirements:**
 - ✓ Bachelor Degree or above

- ✓ Having Customer Service skills (writing email, notification, phone calls, social networking involving, etc)
- ✓ Good English communication skill, both verbal and written.
- ✓ Preferably Staff (non-management & non-supervisor)s

- **Other requirements:**

- ✓ Age: 21 ~28
- ✓ Honest and discipline
- ✓ Creative and active at working.
- ✓ Be able to work under pressure
- ✓ Strong interpersonal and communication skills
- ✓ Ability to work independently as well as within a team environment
- ✓ Perform multi-tasking in an effective manner
- ✓ Good health
- ✓ Be interested in Online Panel Management and Market Research
- ✓ Willing to join the company for long-term

Marketing Planner (B to C)

- **Job description:**

- ✓ Planning, Running and Checking Online Marketing campaigns to attract survey panellists, target at increasing followers/ registers at the websites.
- ✓ Manage Social Media and PR channels of the company
- ✓ Optimize company websites by Internet Marketing skills and methods.
- ✓ Prepare Marketing Plans and Report monthly

- **Essential requirements:**

- ✓ Bachelor Degree or above
- ✓ Having deep knowledge of Marketing (B to C)
- ✓ Good English communication skill, both verbal and written.
- ✓ Be able to plan and execute Marketing Strategies within given budget

- **Other requirements:**

- ✓ Age: 24 ~28
- ✓ Bachelor Degree or above
- ✓ Honest and discipline
- ✓ Creative and active at working.
- ✓ Be able to work under pressure
- ✓ Strong interpersonal and communication skills
- ✓ Ability to work independently as well as within a team environment

- ✓ Perform multi-tasking in an effective manner
- ✓ Good health
- ✓ Be interested in Online Panel Management and Market Research
- ✓ Willing to join the company for long-term

WORK BENEFITS

- Promotion opportunity, good job conditions to develop competency.
- Work in a dynamic environment with challenges.
- Yearly salary adjustment.
- Working time: 8:30 am to 17:30 pm from Monday to Friday.

APPLICATION GUIDE

Process:

- 1st interview (Skype)
- Entrance Test
- 2nd interview

Contact:

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