

METHODOLOGY

Gemini’s Guide to the Thailand market salaries is prepared from three main sources of information:

- An analysis of Gemini’s database of vacancies and applicants
- Discussions with clients
- A review of positions advertised in the local media

This guide is intended to give approximate salary ranges for the positions as described. Specific skills or experience requirements can mean that a premium may need to be paid. Salaries are based on a 13-month per year payment. Gemini consultants are always available to advice on categories not shown in this guide or on more detailed job descriptions.

This guide is updated 6-monthly and is available through the Gemini Internet pages.

GEMINI THAILAND

BMS Gemini (Thailand) Ltd, affiliated with the Gemini Group of Hong Kong, provides **Recruitment and HRM Services**. Gemini Personnel Limited is Hong Kong’s leading recruitment company with trained consultants operating from Central and Kowloon.

We specialize in professional search and selection services for middle to executive level positions across an international and local customer base. In additions, we have HR consulting services which will be tailored to your organization’s need.

If you are interested in our services or this opportunity, please submit your enquiry or resume via our website www.geminipersonnel.com

OUR SPECIALISTS

| | Telephone | Fax | E-Mail |
|-----------------------------|------------------|------------|-----------------------------|
| Mr. Jos Bosmans | 02 625 3044 | 02 6253000 | jos@geminipersonnel.com |
| Ms. Sareeya Sirichantrawong | 02 625 3046 | 02 6253000 | sareeya@geminipersonnel.com |
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| JOB | EXP | QUALS | JOB DESCRIPTION | MONTHLY SALARY RANGE TBAHT | |
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SECRETARIAL

| | | | | | |
|------------------------|---------|--|--|-----------------|--|
| Junior Secretary | 0-1 yr. | Diploma/ Degree | Filing, typing, Thai word processing & fax. | 8,000 - 12,000 | |
| Secretary | 1-2 yrs | Degree, Basic English | Draft simple correspondence, typing, Thai word processing, travel arrangement, prepare presentation material and provide admin support | 10,000 - 18,000 | |
| Secretary | 3-5 yrs | Degree, Good English, Fair Japanese | Independent correspondence, draft fax, arrangement of appointments, travel arrangement, prepare presentation material and provide admin support | 15,000 - 20,000 | |
| Senior Secretary | 5-8 yrs | Degree, Good English/ Japanese | Independent correspondence, supervise staff, provide admin support, travel arrangement, presentation material. | 20,000 - 35,000 | |
| Executive Secretary/PA | 8+ yrs | (Foreign)University Degree, Good English, Japanese University Degree | Responsible for all secretarial/PA duties including presentation material, audio typing, administration & personnel, supervise staff. Run the office in absence of boss. | 30,000 - 50,000 | |

MERCHANDISER

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|-------------------------|---|-----------------|--|-----------------|--|
| Jr. Merchandiser/ Clerk | 0 -2 yrs | Diploma/ Degree | Typing, follow up, contact with factories and different departments. | 8,000 - 12,000 | |
| Assistant Merchandiser | 1-3 yrs, production control or equivalent | Degree, English | Prepare product details and pass to factories. Prepare shipping, quality and fabrication control forms. | 15,000 - 25,000 | |
| Merchandiser | 3-5 yrs in merchand. | Degree, English | Supervise 2-3 staff, control & follow up on all production, shop execution, schedules, quality control, final inspection and delivery. | 25,000 - 35,000 | |
| Senior Merchandiser | 5+ yrs, some in particular field like garment | Degree, English | Review pre-production & shipment of samples. Troubleshoot production problems; supervise 6+ Merchandisers and Assistant Merchandisers. | 38,000+ | |

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ACCOUNTING

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|------------------------|--|---|--|------------------|--|
| Accounting Clerk | 1-2 yrs | Diploma | Invoicing, prepare cheques, data entry | 8,000-9000 | |
| Sr. Accounting Clerk | 2-3 yrs | Diploma | Handle bank books, invoicing, prepare cheques, petty cash, A/R, A/P | 10,000 - 15000 | |
| Jr. Accountant | 0-2 yrs | Degree Accounting | Work under guidance of accountant on closing financial statements, preparing details and reconciliations and preparing monthly tax returns for both VAT and tax withholding. | 10,000 - 18,000 | |
| (Assistant) Accountant | 2-3 yrs | Degree Accounting | Handle set of books, assist in management analysis and reconciliations | 15000 - 25000 | |
| Accountant | 3-5 yrs | Degree Accounting, written English | Handle full set of books, costing, assist in prepare management reports | 20000 - 40000 | |
| (Chief) Accountant | Min.5yrs | Degree Accounting, fluent English | Program month-end closing, budgeting, balance sheets, P/L account, supervise staff, prepare management reports | 30000 - 50000 | |
| Accounting Manager | 5-7 yrs in Auditing, Accounting+ Management Experience | Degree Accounting, fluent English, GAAP | Supervise A/C dept, monitor finance of company, inventory and debtors control. Handle annual audits, taxation and accounts consolidation, etc. | 40,000 - 70000 | |
| Financial Controller | 8 yrs managerial grade | BA+MBA degree, English, GAAP, GPA qualified | Supervise and control A/C & Admin dept, monitor finance of company. Prepare annual budget, management accounting. | 70000 - 130,000+ | |

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PRODUCTION

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|---|----------|---|--|------------------|--|
| Production/ Manufacturing Supervisor, Production Engineer | 2-4 yrs | Diploma/ Degree. Fair English or Japanese | People management of a team of production operator/technicians. Ensures that quality and volume targets are met. Plans and directs production activities. Monitors and initiates action to reduce cost of production | 12000 - 35000 | |
| Assistant Production Manager, Senior Production Engineer | 5 yrs + | Degree. Fair to good English or Japanese | Coordinates production process steps Plans and directs production activities, scheduled maintenance. Develops operating methods and procedures to eliminate problems. Promotes continuous improvement | 25000 - 40000 | |
| Factory Manager, Production Manager, Operation Manager | 5-10 yrs | Degree (BA/MA) | Supervise Asst. Manager/ Manager. Plan, assign, follow up and improve production process and motivate team to meet the targets. | 50000- 100000 | |
| Safety Supervisor, Maintenance Engineer | < 5yrs | Degree Engineering/ Specialization | Provides daily specialist support to production departments like machinery (or safety) audits & follow- up, personal protection | 20000- 30000 | |
| Maintenance Section Head | 5 yrs + | Degree Engineering | Coordinates planned and unplanned maintenance activities for a section of the production process | 30000- 40000 | |
| Maintenance Manager, EHS Manager | 5-7 yrs | Degree Engineering and EHS | Advice management on EHS policies. Implement a plan for improving safety, hygiene condition and environment performance. Assure compliance to Thai and international regulations | 40000- 60000 | |

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QC/QA

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|-------------------------|-----------|---|--|---------------|--|
| QC/QA Officer/ Engineer | '1 -2 yrs | Diploma/ Degree, Fair English or Japanese | Responsible for line or supplier auditing based on quality system, document control and problem solving. Ensures compliance with ISO requirements | 14000 - 25000 | |
| QA/QC Supervisor | 3-5 yrs | Degree, Fair English or Japanese. | Supervise 2-5 QC/QA auditors/engineers; liaise with production/shipping on audit/inspection results. Provides assistance/training in problem solving and continuous improvement projects. | 20000 - 35000 | |
| (Asst)QC/QA Manager, | 5yrs + | Degree, good Eng. or Jap. ISO specialist. | Provide support and direction to the QC/QA/ISO team; set-up, maintain and manage an efficient and effective QC/QA process & system; drive for continuous improvements of the processes based on audit results and customer feedback. | 30000 - 60000 | |
| (Senior) QC/ QA Manager | 7 yrs + | Degree, good Eng. or Jap. ISO specialist. | Provide support and direction to the QC/QA/ISO team. Advice senior management on QA matters; set-up, maintain and manage an efficient and effective QC/QA process & system; drive for continuous improvements of the processes based on audit results and custom | 60000 - 70000 | |

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SUPPLY CHAIN

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| Junior Logistics Clerk | 0 -1 yrs | Diploma/ Degree. Minimal English or Japanese | Understanding of product flow, warehouse organization and transport. Handle full set of I/E documentation. | 10,000 - 15,000 |
| Senior Logistics Clerk | 2-3 yrs | Diploma/Degree Fair to good command of English or Japanese. | Operate product flow, warehousing and transport. Familiar with QC /ISO procedures. Handle full set of I/E documentation. | 15,000 - 20,000 |
| Logistics Supervisor/ Officer | 4-5 yrs, partially in relevant field | Degree, by preference in Logistics, Engineering, or Business | Supervise clerks and manual labor. Maintain quality system in/externally. Manage, planning problems in the supply chain. Good command of English or Japanese. | 20,000 - 35,000 |
| Logistics Management | 5 - 10 yrs, minimum 3 y in Supply Chain Management | Degree (BA/MA),in Logistics, Engineering, Business and knowledge of MRP/ERP | Manage fully or partially the supply chain to bring products to market. Develop and implement local materials policies, within the parameters of cost control, quality, and environment. Fluent in written and spoken English or Japanese | 30,000 - 60,000 |
| Senior Logistics Management | 10 + yrs, minimum 5-7 y in SCM | Degree (BA/MA),in Logistics, Engineering, Business and knowledge of MRP/ERP | Manage the entire supply chain to bring products to market. Works in major internationally oriented organization. Develop and implement materials policies, within the parameters of cost control,quality,environment.Fluent in written and spoken English or J | 70,000 – 120,000 + |

| JOB | EXP | QUALS | JOB DESCRIPTION | MONTHLY SALARY RANGE TBAHT | |
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INFORMATION TECHNOLOGY

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| Computer Operator/ IT and Network Administrators/ Helpdesk | 0-2 | Diploma/ Degree | Administer and set-up end users on the system/network. Trouble shoot routine user problem. AS 400 operation and maintenance. | 10,000 - 15,000 | |
| Programmer/ System Engineer/ IT Developer/Officer | 0-3 | Diploma/ Degree | Program development and maintenance/ system and network administration and problem solving | 13,000 - 30,000 | |
| Analyst Programmer/ Network engineer/ DB Admin/Java Developer | 2-3 | Degree Computer Science | Program development and system design, user training and support, problem solving and customer service | 20,000 - 40,000 | |
| System Analyst/ IT System Support/ Assistant Project Manager/Senior Developer Consultant | 3-8 | Degree Computer Science | Project management, system design/ system support, development, training, co-ordinate or supervise a team | 40,000 - 80,000 | |
| Project Manager/ IT Manager | 5-8 | Degree Computer Science/Master MIS | Supervise and coordinate department. Project, system design and training, Responsible for functional specification & documentations | 50,000 - 100,000 | |
| Sales Engineer | 2-3 | Diploma/ Degree | IT project sales, IT customer service and problem solving | 25,000 - 35,000 | |
| Sales Manager/ Account Manager | 5-8y | Degree Computer Science/Business | Manage and supervise IT sales team, responsible for one or more major accounts | 60,000- 100,000 | |

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HUMAN RESOURCES

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|---|-----------|--|---|------------------|--|
| Junior HR Officer | '0 -2 yrs | Diploma/ Degree | Handling partial personnel functions including payroll, staff recruitment, employee benefits, compensation | 12000 - 20000 | |
| HR Officer, HR supervisor, HR Section Head, Training Officer | 2-5 yrs | Diploma/ Degree (HR, Political Since, Industrial | Handling all or partial personnel functions including payroll, staff recruitment, training, employee benefits, compensation & Benefits | 15000- 40000 | |
| HR&Admin Manager, Office Manager, Senior HR Specialist, Senior Training Officer | 5-6 yrs | Degree | All administrative function. Supervise Department, ensure smooth running or equivalent of communication and the office.e.g.leasing of offices, solve HR problems, etc. | 30000- 60000 | |
| HR Manager , Training Manager, HRD Manager, HRM Manager | 7-8 yrs | Degree | Responsible for full spectrum of personnel functions, such as recruitment compensation & benefits, training, payroll and supervision of the department | 50000 - 100000 | |
| Senior HR Manager | 8 -10 yrs | Degree | Responsible for development and implementation of the Human Resources program in regional office covering recruitment, compensation and benefits administration, welfare administration, employee relations, and staff development. | 100000 – 120000+ | |

| JOB | EXP | QUALS | JOB DESCRIPTION | MONTHLY SALARY RANGE HK\$ | STAFF AVAILABILITY |
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ENGINEERING

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|--------------------------------|---------------------|---------------------|--|-----------------------------------|--|
| Technician/ Assistant Engineer | '0 -2 yrs | Diploma/ Vocational | Data collection and supervise workers | 10000 – 15000 | |
| Engineer | 0-2 yrs/ 2-5 yrs | Degree | Supervise 2-3 Asst. Engineers, design and follow up entire production process, schedule planning, cost estimation, maintenance, final inspection and technical advice. | 15,000 - 20,000/ 20000 – 40000 | |
| Senior Engineer | 5-8 yrs | Degree (BA/MA) | Supervise 6+ Engineers and Assistant Engineers, review production and quality system, trouble shooting on all production problems. | 30,000 - 70,000 | |
| Engineering Manager | 8 - 10 yrs | Degree (BA/MA) | Supervise 10+ Engineers and co-ordinate entire Engineering department, review production system periodically, price negotiation with vendors. | 60,000 - 100,000 | |
| Sales Engineer | Varies | Diploma/ Degree | Sales and engineering of products/solutions | 15,000 - 50,000+ commission | |

BMS GEMINI (THAILAND) LIMITED

BANGKOK

**36th Floor
CRC Tower, All Seasons Place,
87/2 Wireless Road, Lumpini,
Pathumwan, Bangkok 10330**

**Tel : 66 (0) 2 625 3046
Fax : 66 (0) 2 625 3000**

**Visit the Gemini Web Site at www.geminipersonnel.com
E-Mail : gemhq@geminipersonnel.com**