



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

## Business Administrative Manager

**Department:** Procurement

### Responsibilities:

- **Administrative Operations Management:** Oversee and improve administrative functions within the procurement division to align with the procurement roadmap and TNS objectives, analyze operational performance to recommend process improvements, support the team in developing strategies for streamlining administrative workflows, and consolidate and update organizational process assets (OPA), including SOPs, SWP, and OM, ensuring compliance with TNS policies and HSE standards.
- **Procurement Payment Process:** Collaborate with internal procurement teams, including supply chain and project management, and coordinate with related divisions to ensure the smooth transfer of payment document requirements in alignment with TNS payment schedules; ensure the payment process and documents, including PR, PO, and invoices, are complete for approval; and supervise and review all support documents and data entry processes to ensure accuracy, timeliness, and error-free entries in the PMIS system.
- **Training & Development:** Coordinate with the Technical Training Center (TTC) and the Procurement division to effectively manage and deliver suitable training courses, suggest appropriate programs, seminars, events and exhibitions to enhance the TNS supply chain network and staff knowledge in onshore and offshore industries and support the preparation of training records while monitoring the training budget.
- **Administration:** Collaborate with cross-functional teams to provide administrative and operational support, coordinate recruitment activities within the Procurement division to ensure smooth interview arrangements with HR and section managers, review and monitor MAC timesheets and OT records to prepare monthly reports for management and project teams, maintain accurate records of all administrative activities, facilitate and coordinate with internal and external stakeholders to organize TNS events and activities for the Procurement division, and handle ad hoc assignments as required.

### Qualifications:

- Bachelors in business administration, or a related field.
- At least 10 years' working experience in Administrative / Procurement Process.
- Advance skills in MS Office application - MS Word, MS Excel, Power Point and others.
- Strong in office management, business management skills and process improvement experience, is a plus.
- Having Basic Knowledge Supply Chain Management System / Corporate Accounting and Finance.
- Strong analytical skills, Results oriented with ability to deliver against deadlines
- Good Thai/English communication skill, strong leadership/Interpersonal skill, and initiative.

### Contact US:



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