

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 – mostly foreign invested companies.
- 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 when significant changes are observed in the market place. The guide is available through the Gemini Internet pages.

When relevant we have provided in the last column the median base salary for the key position in a job family.

GEMINI THAILAND

BMS Gemini (Thailand) Recruitment Co. 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	02 650 8977	02 650 8137	jos@geminipersonnel.com

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE TBAHT	MEDIAN FAMILY
-----	-----	-------	-----------------	----------------------------	---------------

SECRETARIAL

Junior Secretary	0-1 yr.	Diploma, Degree, Fair English	Filing, typing, Thai word processing & fax.	12,000 - 15,000	
Secretary	1-2 yrs	Degree, Good English	Draft simple correspondence, typing, Thai word processing, travel arrangement, prepare presentation material and provide admin support	13,000 - 25,000	
Secretary	3-4 yrs	Degree, Good English, Fair Japanese (L3)	Independent correspondence, draft fax, arrangement of appointments, travel arrangement, prepare presentation material and provide admin support	30,00 - 40,000	37,000
Senior Secretary	5-8 yrs	Degree, Good English/ Japanese	Independent correspondence, supervise staff, provide admin support, travel arrangement, presentation material.	35,000 - 45,000	
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.	50,000 - 70,000	

MERCHANDISER

Jr. Merchandiser/ Clerk	0 -2 yrs	Diploma, Degree	Typing, follow up, contact with factories and different departments.	12,000 - 15,000	
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 - 35,000	
Merchandiser	3-5 yrs in major merchandise.	Degree, English	Supervise 2-3 staff, control & follow up on all production, shop execution, schedules, quality control, final inspection and delivery.	40,000 - 60,000	44,000
Senior Merchandiser	5+ yrs, some in particular field	Degree, English	Review pre-production & shipment of samples. Troubleshoot production problems; supervise 6+ Merchandisers and Assistant Merchandisers.	60,000- 90,000++	

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE TBAHT	MEDIAN KEY JOB
-----	-----	-------	-----------------	----------------------------	----------------

ACCOUNTING

Accounting Clerk	0-2 yrs	Diploma	Invoicing, prepare cheques, data entry	12,000-16,000	
Jr. Accountant	1-2 yrs	Degree Accounting, fair English	Work under guidance of accountant on closing financial statements, preparing details and reconciliations and preparing monthly tax returns for both VAT and tax withholding.	18,000 - 27,000	
(Assistant) Accountant	2-4 yrs	Degree Accounting, good English	Handle set of books, assist in management analysis and reconciliations	30,000 – 45,000	
Accountant	3-5 yrs	Degree Accounting, good English	Handle full set of books, costing, assist in prepare management reports	40,000 – 58,000	50,000
(Chief) Accountant	Min.5yrs	Degree Accounting, fluent English	Program month-end closing, budgeting, balance sheets, P/L account, supervise staff, prepare management reports	60,000 – 100,000	
Accounting Manager	5-7 yrs in Auditing, Accounting+ Management Experience	Degree Accounting, fluent English, GAAP/IFRS	Supervise A/C dept, monitor finance of company, inventory and debtors control. Handle annual audits, taxation and accounts consolidation, etc.	90,000 – 136,000	
Financial Controller	8 yrs managerial	BA+MBA degree, English, GAAP, GPA qualified	Supervise and control A/C & Admin dept, monitor finance of company. Prepare annual budget, management accounting.	175,000 - 250,000	

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE TBAHT	MEDIAN KEY JOBS
-----	-----	-------	-----------------	----------------------------	-----------------

PRODUCTION

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	22,500 – 40,000	
Assistant Production Manager, Senior Production Engineer	5 yrs +	Degree. Good English or Japanese	Coordinates production process steps Plans and directs production activities, schedules maintenance. Develops operating methods and procedures to eliminate problems. Promotes continuous improvement	50,000 – 75,000	61,000
Factory Manager, Production Manager	5-10 yrs	Degree (BE/ME), Good English	Supervises Asst. Manager/ Manager. Plan, assign, follow up and improve production process and motivates team to meet targets.	100,000-150,000+	
Safety Supervisor, Maintenance Engineer	< 5yrs	Degree Engineering/ Specialization , Good English	Provides daily specialist support to production departments like machinery (or safety) audits & follow- up, personal protection	25,000-40,000	
Maintenance Section Head	5 yrs +	Degree Engineering, Good English	Coordinates planned and unplanned maintenance activities for a section of the production process	50,000-75,000	
Maintenance Manager, EHS Manager	5-7 yrs	Degree Engineering and EHS , Fluent English	Advices management on EHS policies. Implement a plan for improving safety, hygiene condition and environment performance. Assures compliance to Thai and international regulations	60,000-100,000	

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE TBAHT	
-----	-----	-------	-----------------	----------------------------	--

QC/QA

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	20,000 – 25,000	
QA/QC Supervisor	3-5 yrs	Degree, Good 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.	30,000 – 45,000	
(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.	55,000 – 80,000	
(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	90,000 – 120,000	

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE TBAHT	
-----	-----	-------	-----------------	----------------------------	--

SUPPLY CHAIN

Purchasing/Logistics Staff	0 -1 yrs	Diploma/ Degree. Minimal English or Japanese	Understanding of product flow, warehouse organization and transport. Handle full set of I/E documentation.	12,000 - 15,000	
Senior Logistics Clerk or Engineer	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.	20,000 - 35,000	
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.	35,000 - 60,000	
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	75,000 - 100,000	
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	120,000 – 150,000 ++	

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE TBAHT	MEDIAN KEY JOB
-----	-----	-------	-----------------	----------------------------	----------------

HUMAN RESOURCES

Junior HR Officer	0 -2 yrs	Diploma/ Degree	Handling partial personnel functions including payroll, staff recruitment, employee benefits, compensation	14,000 – 25,000	
HR Officer, HR supervisor, HR Section Head, Training Officer	2-5 yrs	Diploma/ Degree (HR, Political Science, Industrial), Good English	Handling all or partial personnel functions including payroll, staff recruitment, training, employee benefits, compensation & Benefits	35,000- 60,000	45,000
HR&Admin Manager, Office Manager, Senior HR Specialist, Senior Training Officer	5-6 yrs	Degree, Good English	All administrative function. Supervise Department, ensure smooth running or equivalent of communication and the office.e.g.leasing of offices, solve HR problems, etc.	75,000- 90,000	
HR Manager , Training Manager, HRD Manager, HRM Manager	7-8 yrs	Degree, Good English	Responsible for full spectrum of personnel functions, such as recruitment compensation & benefits, training, payroll and supervision of the department	100,000 – 150,000	
Senior HR Manager	8 -10 yrs	Degree, Fluent English	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.	175,000 – 225,000++	

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE TBAHT	
-----	-----	-------	-----------------	----------------------------	--

ENGINEERING

Technician/ Assistant Engineer	'1 -2 yrs	Diploma/ Vocational	Data collection and supervise workers	14,000 – 18,000	
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.	22,500 - 30,000/ 35,000 – 50,000	
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.	50,000 - 80,000	
Engineering Manager	8 - 10 yrs	Degree (BA/MA), Good English	Supervise 10+ Engineers and co-ordinate entire Engineering department, review production system periodically, price negotiation with vendors.	100,000 - 150,000	
Sales Engineer	1-3 years 3+ yrs	Degree, Good English	Sales and engineering of products/solutions	25,000-30,000 + commission 30,000 - 50,000+ commission	

BMS GEMINI (THAILAND) RECRUITMENT CO.LTD.

BANGKOK

5th Floor
Maxim House,
112 Wireless Road, Lumpini,
Pathumwan, Bangkok 10330

Tel : 66 (0) 2 650 8977

Fax : 66 (0) 2 650 8137

Visit the Gemini Web Site at www.geminipersonnel.com

E-Mail : mailto:gemhq@geminipersonnel.com