

BPM Part Leader (Business Project Management)

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Company: TalentViet

Location: Vũng Tàu

Category: business-and-financial-operations

Job Description :

- Support oversea operation remotely from Vietnam
- Lead Vietnamese team to provide support for oversea branch
- Work with management and employees in oversea branch on a daily basis
- Analyze large data quantity to identify problems and provide recommendation for improvement.
- Update team and management of daily progress using professional report format
- Spend most of the day on computer reviewing, correcting, and examining database data (SAP, MES, and SharePoint).
- Gather information from drafted BOM and engineering drawings to finalize BOM and update information on SAP.

Job Requirement :

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- University Graduates.
- Good English background.
- Experience with Excel, Word, PowerPoint.
- Knowledge of SAP or other database
- Computer literacy require
- Minimum of 3 years working in a logistic/transport/warehouse operation
- Previous business supervision background
- Previous experience working for manufacturing company
- Ability to work well in team setting

- Ability to communicate and work closely with foreigners on a daily basis.
- Ability to analyze data and make recommendation for process improvement
- Excellent communication skills, time management and project management
- Self-motivated and result oriented

Benefits:

- Shuttle daily commute (Dong Nai<-> Phu My, Vung Tau <-> Phu My, HCM: commute home once per week)
- Meal for daily working.
- Dormitory
- Working day (from Monday to Friday)

Please submit your updated CV to hong.nguyen@talentviet.com or directly contact Ms. Hong at 3910 1126 - ext 106

Contact :

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