

Univanich Palm Oil PCL is an award winning company listed on the Stock Exchange of Thailand and with headquarters in Krabi Province. The company is a supplier of crude palm oils to domestic food industries and for export. The Univanich Oil Palm Research Centre is internationally recognised for advanced oil palm breeding, tissue culture, and for the production of high yielding hybrid seeds for Thailand's farmers and for export to growers in more than fifteen countries.

In Thailand, Univanich employs over 1,200 people who enjoy very competitive employment conditions in an attractive environment close to the tourist centres of Krabi and Phuket. Due to the Company's expansion, Univanich invites applications for the following positions:

## **Senior Secretary (Krabi)**

This senior secretarial position is based at the Univanich headquarters in Aoluk District of Krabi Province reporting to the expatriate General Manager, with responsibilities in the following areas;

- General secretarial and administrative support to the General Manager
- Drafting reports and presentations
- Translation of Thai and English
- Coordinate and follow up with respective management staff, visitors and customers

*Qualifications:*

- Minimum of 5 years' secretarial and administration experience
- Able to communicate and negotiate skillfully in both Thai and English
- Good coordinator with strong organizational, interpersonal and communication skills
- A high level of integrity and confidentiality.

## **Sales Executive (Krabi)**

The Sales Executive is a senior staff position to assist the Senior Commercial Manager with the following sales and marketing responsibilities;

- Sales information and reporting
- Customer relations and market intelligence
- Coordination of domestic and export dispatches

*Qualifications:*

- Probably 5 to 10 years commodity sales and marketing experience
- Proven interpersonal and team working skills
- Able to communicate and negotiate skillfully in both Thai and English
- A high level of integrity and confidentiality.

Both of these positions receive very competitive terms and conditions including assistance with housing close to the company's HQ offices in Aoluk and a transport allowance.

An application in English enclosing a recent photo and full details of qualifications and experience should be made by 12<sup>th</sup> December, 2017 to:

**The General Manager**  
**Univanich Palm Oil Public Co., Ltd.**  
**P. O. Box 8 – 9**  
**Aoluk District**  
**Krabi 81110, or by email to : [info@univanich.com](mailto:info@univanich.com)**

**Tel : 0 7568 1116 ext. 112**

**Fax: 0 7568 1124**

**Website: [www.univanich.com](http://www.univanich.com)**