

## **JOB DESCRIPTION**

### **Operations Manager Assistant**

**Asia Biogas is seeking an Operations Manager Assistant to join its team in Bangkok.** This position will work in our multi-disciplinary design team and be responsible for full project life cycle.

#### **Qualifications**

- Bachelor of Engineering (Mechanical)
- Welcome new graduate
- Male gender preference
- Excellent Excel and PowerPoint skills
- Good spoken and written English
- Analytical mind-set
- Can work routine tasks
- Have driver's license and can travel independently around Thailand

#### **Position Requirements:**

- Collect, prepare and analyst data from productions sites
- Prepare management reports
- Visit production site around Thailand as assigned by Operations Manager

#### **Benefits Offered**

- Health insurance for employee
- Health Insurance for family & spouse
- Life insurance
- Annual health checkup
- Provident Fund
- Annual leaves and other leaves entitlement
- Telephone Allowance

#### **About Asia Biogas**

Asia Biogas designs, builds, owns and operates biogas projects across Southeast Asia. We have over 100 references with projects ranging from 100kW to over 50MW. Our systems deliver biogas to burners, to gensets for power and to upgrading systems to produce biomethane.

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