

## **Project Coordinator (Business Process Analyst)**

## Responsibilities:

- Plan all IT project timeline
- Work with Business Management Officer / Users on their system requirement
- Write requirement specification (RS) document for all stakeholders approval
- Liaise with IT on project development
- Clarify requirement with Business Management Officer / Users during development
- Work with Business Management Officer / Users on UAT Verify & closed project if all in order after roll-out

## **Qualifications:**

- Thai Nationality Only
- Male / Female, age not over 35 years old
- Bachelor degree in IT, Business, Statistics, Economics or any related field.
  At least 2-3 years experience in project coordinator
- Good communication in English both written and spoken is a must.
- Ability to work in a fast-moving environment and to deliver results on time.
- Strong interpersonal, ability to interact with the staff at all levels.
- Project management skills
- Knowledge in shipping, sea transport will be a plus.

Please send resume (English) with your expected salary to

talentacquisition@rclgroup.com