

## Put the types of sections in job vacancy advertisements

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| 1. Employer or Recruitment Agency | 6. Salary Guide and Benefits       |
| 2. Description of the company     | 7. Recruitment Process             |
| 3. Post Date                      | 8. Contact Details                 |
| 4. Job Responsibilities           | 9. Base Location of Advertised Job |
| 5. Ideal Candidate Profile        | 10. Website Address                |

**Thai Houghton 1993 Co., Ltd.**

  

**HOUGHTON** Fluid Technology & Service Worldwide Specialty Chemicals, Oils and Lubricants for Metal Working Processes.

We are a well-established company with manufacturing and distributing of Industrial Oils and Chemicals for Metal Working Industries. We are looking for experienced and highly motivated candidates to join our team as follows:

  

Post Date: 03 Apr 20

  

**Qualifications:**

- Female, Thai nationality, age above 30 years old
- Bachelor's Degree in Accounting
- Must have at least 5 years of work experience
- Good command of both spoken and written English with PC skills
- Familiar with computerized Accounting system, preferably with background on XP (Express software)
- Good personality, working well in a team environment
- Being proactive, accurate, energetic, analytical-minded, flexible, hard-working and able to work under pressure

  

**Benefits and Welfare for Sales Department:** Bonus, Car Maintenance Allowance, Petrol and Expressway Expenses, Health & Life Insurance, Hand Phone Expenses etc.

  

Interested candidates are invited to send application together with resume, photo and expected salary to:

HR Department, Thai Houghton 1993 Co., Ltd. 77/105-106, 25<sup>th</sup> Flr., Sin Sathorn Tower, Krungdhonburi Rd., Klongtonsai, Klongsarn, Bangkok 10600

  

**HR Department, Thai Houghton 1993 Co., Ltd. 77/105-106, 25<sup>th</sup> Flr., Sin Sathorn Tower, Krungdhonburi Rd., Klongtonsai, Klongsarn, Bangkok 10600**

**Tel: 0 2440 1262-6**

**E-mail: HR@houghton.co.th**