



Passion to  
*innovate*

Power to  
*change*

Bayer is a global enterprise with core competencies in the Life Science fields of health care and agriculture. As an innovation company, it sets trends in research-intensive areas. Bayer's products and services are designed to benefit people and improve their quality of life. Optional local country text part local optional country text part optional local country text part local country text part optional country part. At Bayer you have the opportunity to be part of a culture where we value the passion of our employees to innovate and give them the power to change.

## Business Support Executive

### YOUR TASKS AND RESPONSIBILITIES

- Administrative and office: Provide administrative, office and clerical support to Country Division Head and ES Team. Responsible for all administrative work related to Environmental Science, Crop Science Business. Interface and work closely with Country Platform Team to ensure all business activities are seamless and proceeds smoothly. Manage inventory of office supplies and equipment. Attend to business enquiries and requests timely and professionally.
- Business Travel and Event Management: Coordinates travel and event managements for team.
- Sales and Operational Support: Responsible to coordinate and deliver accurate, on-time planning to match sales and supply needs. Responsible to generate sales and inventory report for team (weekly basis).
- Communication marketing and digital initiatives support: Support Marketing Manager in copywriting pieces, and digital communication initiatives.
- Business customer support: Liase professionally and field questions from customers of business, providing support to sales and marketing team."

### WHO YOU ARE

- Passion to make a difference in the world.
- Independent worker and strong team player.
- 3+ years of relevant work experience in business planning and execution, administrative work. Bachelor or Masters in Business Administration, Communications, Linguistics, and other related fields.
- Resourceful, systematic, organized, professional, and detailed in planning work and delivery of results.
- Fluent in Thai and English. Proficiency in French, German, or other languages will be an added advantage.
- Good writing skills in both Thai and English. Copywriting skills will be added advantage.
- Competent with Microsoft Suite programs

### HOW TO APPLY

Interested candidate please submit CV in English format to [hr-thailand@bayer.com](mailto:hr-thailand@bayer.com)

### Contact us

Phone: +66 2 232 7011

Email: [hr-thailand@bayer.com](mailto:hr-thailand@bayer.com)