



Interflour Group

Job Description



Job Description

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| JOB TITLE | |
| Business Analyst | |
| DEPARTMENT / UNIT / COUNTRY | |
| Business Analysis/IFV/ Ho Chi Minh - Vietnam | |
| REPORTING TO | |
| Manager | |
| Role | |
| <p>The role of this job is to ensure Wheat purchased docs are in order & release payment in time, to also provide the best estimated Wheat Demands as well as to monitor & control Wheat Stock both Quantity & Price and to ensure all the related information caught up in SAP in time, in time routines analysis reports, alerting to related depts.</p> | |
| MINIMUM REQUIREMENTS | |
| Education / Experience | <ul style="list-style-type: none"> • University graduated with major in Business Administration, Accounting & others relevant • Intermediate English level • Good computer skills (MS office) • Fresh graduate/ 1year of experience in business analysis • Strong logical thinking • Strong problem solving and analytical skills. • Ability to work under pressure. |
| Specific Skills (Knowledge, skills and abilities) | <p>Functional skills:</p> <ul style="list-style-type: none"> • Cost analysing • Advanced Excel skills • Financial knowledge • Accounting knowledge • Wheat market knowledge • Operational knowledge especially wheat milling process |

Job Description

AREAS OF RESPONSIBILITY (AOR)

Header

Definition

IN ORDER TO, what results

Wheat Related

- Monitor Wheat vessels coming, Wheat Stock, Wheat Movement
- Checking Import docs, ETA, Wheat Price, ... with Singapore & Log
- Release payment request in time
- Consolidate Sales Demands/ Gratings to come up with Wheat Demand
- Update the wheat related database to SAP in time
- Dealing with Local suppliers/ traders/ news for wheat Offers, Market update

Reporting & Analysis

- Prepare Weekly RMRP
- Hedging Gain/ Loss reconciliation with Singapore Team
- Wheat Gain/Loss reconciliation & claim back to Singapore/ Insurance
- Process Import/Export Database and highlight to Management Team

Ad-hoc

- Ad-hoc assignments from Manager, Interflour Group in Singapore