



Philanthropy Connections

Mission: to connect community partners to the resources that they need to support vulnerable people to build dignified lives for themselves.

Job Title	Administrative Assistant	Application Deadline	May 18, 2018
Job Location	Chiang Mai, Thailand	Industry	Non-government organisation (NGO)
Employment	Full-time	Report to	Associate Director
Hours	40 hours / week	Employment Type	1-year renewable contract

Job Profile

Philanthropy Connections Foundation (PCF) is a charitable foundation working in health, education and poverty alleviation in Thailand, Cambodia and Myanmar. We are seeking a full-time Administrative Assistant who will be responsible for overseeing administration within the organisation.

Interested applicants should send an email to lani@philanthropyconnections.org that includes a cover letter and CV, and should reference "Administrative Assistant opening" in the subject line.

Job Description

Main Responsibilities

- Prepare documents for foreign staff/volunteers for visas and work permits. Assist foreign staff at Immigration and the Labour Office.
- Communicate with Thai officials as needed for Immigration, Labour Office and Tax Office needs.
- Prepare documents for the annual board meeting and take board meeting minutes.
- Prepare documents to submit our annual report.
- Work with the Accountant to prepare financial documents.
- Translate documents from Thai to English and English to Thai.
- Oversee routine office administration tasks, such as an annual inventory, office supplies management and recurring office payments.
- Assist the Associate Director with occasional administration and human resources research to improve organisation capacity.

Additional Responsibilities

- Assist in administrative tasks as they arise.
- Keep the filing system organised and up to date (both electronic and paper).
- Coordinate staff travel such as to project visits.
- Update our database system for donors and contacts, as well as our online donation spreadsheet.
- Ensure that the process of foundation registration is consistent with Thai authority's policies.
- Ensure that the organisation stays up-to-date on labour policy, Immigration policy and other legal requirements.



Competencies

Qualifications / Experience

- Thai national.
- Strong written and spoken English.
- Very experienced using Word and Excel.
- Basic understanding of office administration practices.
- University degree in relevant subjects (Business Administration or other relevant)
- 1 Year experience working in a secretarial or administrative role or equivalent background
- Prior experience working for NGO/ interest in community development and non-profit administration a plus

Skills and Abilities

- Good communication and interpersonal skills.
- Organised and resourceful.
- Open to receiving training and taking on new responsibilities as they arise.
- Able to manage multiple projects under varying timelines.
- Able to work independently and in a diverse team.
- Able to adapt to new situations, and accept constructive feedback.

