



Philanthropy Connections

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

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| 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.

