

Position: Office Administrator, Bangkok, Thailand

SLP Environmental is an award winning ASEAN consulting company specialising in the provision of high quality environmental, social and health and safety consulting and advisory services throughout South East Asia. We are looking for a suitably qualified office administrator to join our Bangkok, Thailand Office.

Requirements:

- Support the Company Directors and other Consultant staff as necessary.
- Answer telephones and transfer to appropriate staff member.
- Meet and greet clients and visitors.
- Create and modify documents using Microsoft Office.
- Produce stationary templates, letters and emails.
- Format, collate & pdf reports in English
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.
- Sign for and distribute UPS/Fed Ex/Airborne packages.
- Research, price, and purchase office furniture and supplies.
- Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys.
- Manage and Liaise with Facility Management
- Arrange staff travel, accommodation requirements and project set up requirements.
- Setup and coordinate meetings and conferences.
- Maintain and distribute staff weekly schedules and staff timesheets.
- Collect and maintain PC inventory.
- Undertake errands within Bangkok (as required).
- Support staff in assigned project based work.
- Provide office orientation for new employees.
- Setup accommodation and entertainment arrangements for company visitors.

Knowledge and Skills Requirements

- Thai National
- Fluent in written and spoken Thai and English
- Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
- Knowledge of Microsoft Office and telephone protocol.
- Duties require professional verbal and written communication skills and the ability to type 50 wpm. This is normally acquired through one to three years of clerical experience.
- Excellent/fluent spoken and written English a must, both for report writing and participation in meetings and company administration duties
- Computer literate (MS Office)
- Self-motivated, reliable, punctual, good interpersonal skills, a team player with strong analytical and leadership skills
- Must be willing to learn new skills & able to work under pressure and meet various deadlines
- Socially and environmentally concerned

Applications:

Please send a Covering Letter and your Resume (IN ENGLISH LANGUAGE), stating your starting salary expectations to info@slpenvironmental.com All applications will be treated in strict confidence. See our website for further information on our Company: www.slpenvironmental.com