

JOB DESCRIPTION

OFFICE ADMINISTRATOR TO SENIOR DIRECTORS

Job Description:

- Handling and providing the full support of administrative and secretarial duties to Director.
- Receiving and screening phone calls/emails and redirecting them when appropriate.
- Handling incoming correspondence and reports.
- Handling outward correspondence and reports.
- Manage calendar, schedule appointment, prepare necessary materials for meeting and travel arrangement for the team.
- Manage daily payment and prepare a monthly petty cash report.
- In collaboration with Accountant, identify expenses and collect payment and invoices data
- Input withholding tax, VAT and personal income tax forms
- Track admin processes (contracts, payments) and report to management.
- Organize travel arrangement for Bangkok office staff, visiting staff, trainers and participants – including booking air tickets, hotel, local transportation.
- Answer phone calls, takes messages, transfer phone calls
- Maintain office supplies and inventory
- Keep office equipment in working order including internet, phones and office equipment
- Coordinate logistical arrangements for seminars, conferences, meetings, etc.
- Seek quotations for purchasing or servicing as required
- Coordinate with concerned persons and follow up as assigned.
- Supporting and doing all recording and managing of company expenses.
- Perform all related duties and responsibilities as assigned.
- The above duties and responsibilities may be amended from time to time at the sole discretion of the Company.

General Qualifications:

- Fluent in speaking, reading and writing English and Thai
- Thai National Only
- Male or Female. Any age may apply.
- Bachelor or Master's Degree or higher in Business or any fields
- At least 2 years in experience of secretary or personal assistant role.
- Working experience in an international organisation is a plus.
- Have a good command of English in both written and spoken English. (Minimum TOEIC score of 750 - 900)
- Computer literacy in both Thai and English.
- Good Computer skills: Microsoft Word, Excel, PowerPoint
- Able to work well under pressure and be adaptable and flexible.
- Good communication and interpersonal skills.
- Excellent organisational and time-management skills.
- Initiative, integrity and confidentiality.

These duties and responsibilities may be amended from time to time at the sole discretion of the Company. For more information on our company visit www.slpenvironmental.com. To apply for this position do so in English only and send CV and covering letter to info@slpenvironmental.com