

The German government's international cooperation enterprise for sustainable development, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, operates world-wide on behalf of German Ministries, the governments of other countries and international clients. GIZ has a record of more than 60 years working in Thailand. For the project "**Improving smallholder coffee farming systems in Southeast Asia**" we are currently looking for a Project Assistant

Project Assistant

Location: Chumphon

With its developPPP.de programme, Germany's Federal Ministry for Economic Cooperation and Development (BMZ) helps drive forward private companies' innovative projects in developing countries and emerging markets while generating long-term benefits for the local population. The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Bangkok on behalf of BMZ is commencing a new project to support smallholder farmers in Thailand to improve productivity and profitability of Robusta coffee farming in a responsible way.

To support the project activities we are looking for a Project Assistant with the following responsibilities:

Responsibilities:

The **Project Assistant** will support all activities in accordance with the work plan of the project.

He / She will

- Prepare regular reports on expenses and office budgets.
- Maintain electronic and hard copy filing system, mailing, scanning, faxing and copying, organizes payment of expenses and bills
- Perform data entry and scans documents
- Open sort and distribute incoming correspondence, maintains records, documents
- Assists in resolving administrative problems
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Keep the office environment in order, ensure resources are available and adequately utilized.

We are looking for a candidate who possesses (the equivalent of):

- Minimum of two year of hands-on administrative support experience
- University Degree in Business Administration, Accounting or other relevant field
- Proven work experience as an administrative officer, office administrator, office assistant or similar role.
- Good communication and interpersonal abilities
- Excellent organizational and planning skills
- Experience with office management software like MS Office (MS Excel, MS Word, MS Power Point and MS Outlook,)
- Basic accounting principles; willingness to undergo training and education in GIZ-specific office management procedures.

This will be a fixed-term contract, starting as soon as possible and running until December 2020. Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is May 25, 2018. Only shortlisted candidates will be contacted.

GIZ Office Bangkok

Mrs. Chattayada Pattaragulwanit

193/63 Lake Rajada Office Complex, New Ratchadapisek Road, Klongtoey, Bangkok 10110

<https://www.youtube.com/channel/UCeyVDmQIGbPvII5Ccob91JQ>

<https://www.youtube.com/user/GIZonlineTV>