

As an international cooperation enterprise for sustainable development with worldwide operations, the German government owned Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH operates 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 our Sustainable Consumption and Production Facility – SWITCH Asia II Project we are currently looking for an Office Manager.

Office Manager

The SWITCH-Asia II project is an EU funded project in 19 Asian-regional countries implemented by the consortium of GIZ, Adelphi and IGES. The total programme has been designed to promote sustainable production (i.e. development of less polluting and more resource efficient products) and sustainable consumption patterns and behavior in the Asia region, through an improved understanding and strengthened cooperation between Europe and Asia.

Responsibilities:

The Office Manager is responsible for the overall smooth and uninterrupted functioning of the Project Office. This includes a wide range of tasks such as: the maintenance of good communications with national and international institutions; supporting activities in the project; and, the daily execution of office administrative tasks.

Qualifications:

We are looking for a candidate who possesses:

- University Degree in Business Administration or other relevant field
- Minimum three years of experience in administrative services or other related fields in international organization
- Good knowledge of relevant operational and administrative policies, processes and procedures, including records management and filing
- Effective organizational and multi-tasking ability
- Proficiency in English language. German language is a plus.
- Excellent computer skills (Microsoft Office, email, internet)

This will be a fixed-term contract, starting as soon as possible and running until December 2019 (with high possibility of extension).

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Friday, November 10, 2017. Only shortlisted candidates will be contacted.

GIZ Office Bangkok
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