

As an international cooperation enterprise for sustainable development with worldwide operations, the German government owned Deutsche Gesellschaft für 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 office in Bangkok we are currently looking for an Office Assistant.

## **Office Assistant**

### **Responsibilities:**

The Office Assistant is responsible for

- liaising with customers in a service-oriented manner on behalf of the office by providing a professional phone service, personally welcoming visitors and maintaining a high standard in the reception area
- dealing with phone calls related to GIZ
- performing reception and secretariat services on a daily basis
- performing general clerical services
- assisting Head of Finance and Administration with her tasks as instructed
- assisting with filing documents in reference files or DMS in line with GIZ's filing rules

### **Tasks:**

The Office Assistant

- answers and accepts phone calls and messages and/or forwards them
- registers, documents and organises incoming and outgoing correspondence (fax, emails, packages and personally delivered messages)
- ensures creation and/or regular updating of a list of contacts and addresses (telephone, fax, email)
- sorts and distributes incoming correspondence (email, fax, other official documents)
- is responsible for distributing and accepting documents and packages to/from the post office, government institutions, embassies etc.
- ensures periodicals are put out
- ensures that the necessary office supplies are available
- purchases office equipment and supplies within set value limits
- reports damage to the Head of Finance and Administration, organises and monitors the service and repair of office equipment
- photocopies and scans documents as needed

- organises and compiles information materials
- completes forms and tables in accordance with specific instructions from the administrative manager
- runs errands, e.g. paying invoices, delivering and collecting documents
- processes settlement of applications for the reimbursement of travel expenses

**Qualifications:**

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

- Bachelor' s Degree in relevant fields
- Minimum of 1-year experience in administrative services or other related fields
- 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 2020 (with high possibility of extension).

Please submit your application and CV to [chattayada.pattaragulwanit@giz.de](mailto:chattayada.pattaragulwanit@giz.de). The deadline for applications is Friday, October 12, 2018. Only shortlisted candidates will be contacted.

GIZ Office Bangkok

Mrs. Chattayada Pattaragulwanit

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

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