

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.

Office Manager / Training Coordinator

The Academy for International Cooperation (AIZ) of GIZ provides training in international cooperation and sustainable development to enable people to play an active role in shaping changes globally. In 2017, GIZ has launched AIZ in Bangkok to provide access to quality training services in Asia. AIZ supports GIZ projects around the world in designing and implementing measures for strategic skills development and learning processes, to ensure long-term capabilities and sustainable results. Beside knowledge, we want people to develop their capabilities, so the training focuses on essential topics that enable people to make changes – e.g. leadership, management, advisory, communication, methodology and didactic and other sectoral topics. AIZ training pays attention to the three aspects that make up people's competencies - their knowledge, their skills (their actions) and their attitudes. We offer a platform for our participants to reflect on their attitudes and develop them – to obtain an orientation they can always rely on, regardless of how varied the demands made of them. Beside supporting GIZ in its human resources development and project implementation, we also offer training services for external clients to support competency development of individuals and organizations. With such dynamic and challenging demand, we are looking for a new colleague to join our journey in the position of Office Manager - to keep us functioning efficiently and on track.

Responsibilities:

- Coordinate and manage logistics and administration for training and event implementation.
- Coordinate and manage logistics and administration for trainers and participants. This includes issuing visa letters, applying for work permits (if needed), booking accommodation and airport transfers.
- Prepare training participant packages e.g. registration forms, name badges, handouts, certificates etc.
- Accompany the training or events as needed to coordinate and ensure smooth implementation and represent AIZ Bangkok for welcoming and other related issues as required
- Manage the unit petty cash, support in invoice checking, payment requests and other accounting processes
- Support in financial reporting and controlling
- Maintain inventory list of the office, procure materials and equipment as needed
- Manage and coordinate contracts with consultants and service providers
- Assist in creating and maintaining a filing and knowledge management system for the office
- Ensure that the unit operations follow important sustainability principles of GIZ, especially the Corporate Sustainability Handprint
- Support the unit risk and security management work
- Perform other duties and tasks at the request of the management

Qualifications:

- Vocational or University Degree in office management/administration/secretary, accounting and finance, customer services, communication, business administration or similar areas
- at least 5 years' professional experience in a comparable position
- excellent command of English and able to communicate effectively (in English and Thai) under different context
- excellent management and organisational skills, well-organized and able to work well with deadlines
- excellent skills and proven experiences in accounting, financial controlling and financial reporting. Experience working in Thai accounting system is a plus.
- good conceptualization and communication skills
- good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (MS Office)
- self-motivated, excellent self-management skills and able to work well under pressure
- service-minded, culturally sensitive and able to communicate effectively with people from different languages and cultural background
- eager to learn and upskill by the task to be performed

This will be a fixed-term contract, starting as soon as possible and running until December 2022. There is a high possibility of continuing beyond this date.

Quality training and personal development measures are offered to the Office Manager with challenging opportunities for them to learn new tasks and skills.

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Friday, December 27, 2019. Only shortlisted candidates will be contacted.

GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

GIZ Office Bangkok
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<https://www.youtube.com/channel/UCeyVDmQIGbPvII5Ccob91JQ>
<https://www.youtube.com/user/GIZonlineTV>