

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. We are currently looking for an Office Manager.

## Office Manager

### A. Responsibilities

The office manager is responsible for

- ensuring that the regional secretariat runs smoothly
- good communication flow, particularly with the regional director, the regional head of administration and the different country teams (Myanmar, Nepal, Sri Lanka, Thailand)
- daily operational performance of all administrative tasks for the Regional Director and Regional Head of Finance and Administration
- filing documents in reference files or in DMS in line with GIZ's filing rules

The office manager performs the following tasks:

### B. Tasks

#### 1. Secretariat work and services

The office manager

- organises and coordinates the regional director's schedule
- reminds, updates and notifies the regional director of daily appointments
- prepares and organises information materials for the regional director and/or meetings
- answers, reviews, forwards and/or takes calls
- manages incoming and outgoing correspondence (post, fax, email) and prioritises and organises it
- replies and looks after correspondence
- photocopies and scans documents as needed
- participates in internal and external (team) meetings and workshops and assists with documenting these, e.g. by taking minutes
- prepares business trips (flight & Visa, Hotel arrangements, etc.) and supports travel settlement
- provides the secretariat for the regional management team and the steering group of the regionalisation process
- prepares power point presentations
- prepares, updates and shares information for internal communication, e.g. intranet.

#### 2. Office coordination, office management and general coordination

The office manager

- deals with annual and other leave requests for contracted experts
- coordinates and monitors schedules and ensures agreed blocks of time are kept clear for planned events relating to the GIZ office
- coordinates and organises rooms for meetings
- coordinates equipment etc. required for meetings with the responsible person

### 3. Administration

The office manager

- assists in creating and maintaining a filing system for the office, treats information confidentially, specifically in the areas of personnel and finance
- updates the filing system daily with incoming and outgoing correspondence
- maintains the inventory list for the office

### 4. General tasks

The office manager

- welcomes visitors in a friendly manner and serves them with beverages
- interprets and translates as required

### 5. Other duties/additional tasks

The office manager

- performs other duties and tasks at the request of management

## C. Required qualifications, competences and experience

### Qualifications

- Thai nationality
- university degree in office management/administration or similar area

### Professional experience

- at least 3 years' professional experience in a comparable position

### Other knowledge, additional competences

- good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office, MS Teams)
- good knowledge of English and ideally a knowledge of German
- good management and organisational skills
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

### Contract:

This will be a fixed-term contract starting in August 2022 and running until December 2024, with high possibility of extension.

### Application:

Please submit your application and CV to [chattayada.pattaragulwanit@giz.de](mailto:chattayada.pattaragulwanit@giz.de). The deadline for applications is Friday, 15 July 2022. 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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