

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.

Administrative Assistant

For our GIZ Office Thailand we are currently looking for an Administrative Assistant with the following tasks and responsibilities.

He / She will:

- perform reception and secretariat services on a daily basis
- perform general clerical services
- Assist office staff in scanning, filing, photocopying, and maintaining stores when required.
- Assist in the mailing and distribution of documents and arrange to pay office telephone and other bills, as required.
- Support other colleagues in case of need and do other office work as assigned.
- Perform other tasks as assigned by the supervisor.

Qualifications:

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

- Bachelor's degree relevant to the responsibilities of this position
- At least 1 – 2 years of relevant professional experience, or a new graduate is welcome
- Ability to communicate effectively orally and in writing in Thai and English
- Working knowledge of ICT, computer applications (Word, Excel, Power Point and Outlook)
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management
- Thai nationality

Duty station and timeframe:

The position will be based at to the GIZ's Project Office in Bangkok.

This will be a fixed-term contract, starting as soon as possible and running at least until **31 December 2024**.

Please carefully read this announcement and **submit 1) a CV AND 2) a cover letter in English** to chattayada.pattaragulwanit@giz.de and aronratt.soontonbura@giz.de

The **deadline for applications is 12 April 2023**. 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
193/63 Lake Rajada Office Complex, New Ratchadapisek Road, Klongtoey, Bangkok 10110

<https://www.giz.de/en/html/index.html>

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

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