

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 (GIZ Office Thailand)

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

Office administrative support

The Administrative Assistant will:

- Perform reception services on a daily basis e.g. manage phone calls and visitors including mailing distribution.
- Maintain the running of the office throughout the year (monitor and order office supplies/ stationeries, consumable goods, drinking water).
- Book meeting rooms as requested by GIZ Projects including the preparation of meeting materials and invoice of Meeting rooms
- Coordinate the service provision of pinboards, moderation kits and materials between GIZ Projects and service providers including invoice billing to GIZ Projects.
- Process the payments of mobile phone bills and communicate with users in GIZ Projects.
- Act as contact person for AIS for the registration of new sim cards for new staff.
- Act as contact person with the Management of Lake Rajada Office Building for office related issues.
- Record/ monitor the office inventory of GIZ Office Bangkok.
- Support other colleagues in case of need and do other office work as assigned by supervisor.

Liaison task

- Advise and prepare required documents to support seconded experts in applying for stay permits
- Coordinate with relevant organisations to acquire stay permits
- Update the stay permit status
- Support seconded experts in applying driving licenses and other issues relevant to Thai government services

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 3 years of relevant professional experience
- Experiences in handling visa and stay permits
- Good command of Thai and English and able to communicate effectively under different contexts both orally and in writing

- Proactive and positive attitude and ability to self-motivate
- Working knowledge of IT applications (Word, Excel, Power Point and Outlook)
- Personal abilities: independent, result-oriented, good self-organization, intercultural competence
- Thai nationality.

Duty station and timeframe:

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

This will be a fixed-term contract, starting as soon as possible and running at least until 31 December 2025 (with high possibility of extension).

Please carefully read this announcement and submit below documents to aronratt.soontonbura@giz.de

- 1) a CV
- 2) a cover letter in English
- 3) Presentation about your work experiences in your preferred format

The **deadline for applications is 20 December 2024**. 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>