WE ARE HIRING!

JGSEE

King Mongkut's University of Technology Thonburi

PROJECT

Thai-German Cooperation on Energy, Mobility and Climate (TGC-EMC)

The deadline for application is 30 November 2026.

Only shortlisted candidates will be contacted.

OPEN POSITION

Assistant administrative officer

CALL FOR INTEREST (Qualifications)

This position focuses on general office support, managing administrative tasks, and assisting with various operational duties under the supervisions of a senior administrative officer and head of City Lab initiative.

KEY RESPONSIBILITIES

- Filing and maintaining records, both physical and digital.
- Preparing any documents, reports, and presentations.
- Scheduling meetings, appointments, and travel arrangements.
- Assisting with event planning and coordination.
- Conducting fiscal reviews, surveys, and collecting information on administrative matters
- Coordinating and scheduling meetings and conferences
- Assisting with other matters according to requests from the senior administrative officer and head of City Lab initiative.

WE ARE LOOKING FOR A CANDIDATE WHO PREFERABLY POSSESSES (THE EQUIVALENT OF):

- Thai nationality only
- High vocational degree
- Independent, proactive, and team-oriented working style
- Interest and ability to work in a cross-cultural context and team.
- This will be a 6-month contract, starting as soon as possible with the possibility of extensions.

APPLY NOW

Please carefully read the ad and submit a CV and a cover letter in English to

Email: ananyaporn.ngo@mail.kmutt.ac.th
cc: admin.tgcemc@kmutt.ac.th, mongkol.kon@kmutt.ac.th, konghirun.1@gmail.com