WE ARE HIRING!







PROJECT

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

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

- 1. Filing and maintaining records, both physical and digital.
- 2. Preparing any documents, reports, and presentations.
- 3. Scheduling meetings, appointments, and travel arrangements.
- 4. Assisting with event planning and coordination.
- 5. Conducting fiscal reviews, surveys, and collecting information on administrative matters
- 6. Coordinating and scheduling meetings and conferences
- 7. 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

