

TBC works with conflict affected communities in SE Burma/Myanmar and 9 refugee camps in Thailand building preparedness for return and reintegration of displaced people. Through local partners and community led processes, TBC supports access to Food, shelter, capacity building for community management, and rehabilitation of conflicted affected communities. Now we are seeking **Administrative Assistant** to join the team.



Job Purpose:

This position will provide day-to-day general administrative and logistical support for TBC Yangon Office to ensure efficient operation of the office. This position also supports Finance & Administration Manager through a variety of tasks related to basic administrative office tasks for finance, procurement, and reception.

Reporting Line:

This job reports to Finance & Administration Manager in YGN.

Type of Employment/ Location:

Full time-open ended contract/ YGN-Myanmar

Job Responsibilities:

Core Responsibilities & Duties

- Assist front-office reception services, including telephone exchange and recording postal correspondence.
- Assist with delivery and receipt of goods and correspondence (e.g. dealing with mail & courier services).
- Assist with travel, accommodation and logistical arrangements for staff and visitors (e.g. arranging bookings, tickets, taxis, etc.)
- Provide secretarial support as required (e.g. typing narrative reports, data entry, scanning and copying)
- Update the monthly staff leave record.
- Maintain office equipment and facilities in good working condition
- Update TBC's Fixed Assets Register/Inventory Record.
- Arrange for stocks (e.g. stationery and office supplies) to be replenished and equipment (e.g. air conditioning units, computers, and phones) to be repaired where necessary.
- Assist processing reimbursement of staff expense claims in accordance with TBC Staff Policy Manual.
- Assist in checking receipts and vouchers from field offices against petty cash accounts.
- Record payment in QuickBooks system and print out reports from the system as assigned by Finance & Administration Manager.
- Assist with money withdrawal and payment transaction with banks under supervision from Finance & Administration Manager.

- Assist the purchase of local supplies following TBC procurement procedures (e.g. collecting quotes).
- Assist in maintaining administration and financial files (TBC and Partner's finance documents) in good order.
- Assist to Finance & Administration Manager for audit preparation and advance income tax (e.g. record individual income tax book/follow up with the revenue department and stamp duty tax on lease agreement).
- Assist Finance & Administration Manager to collect data and figures for developing donors' report.
- Liaise with Helpdesk in Bangkok office to schedule on-site support session with an IT freelancer for TBC users in Myanmar.

Occasional Significant Duties

- Short term deployments to Hpa An and Loikaw Field Office to provide administrative support while TBC Field Administrators are on leave.
- Provide additional support as requested by Finance and Administrative Manager.
- Provide general supports to visitors.

Job Requirements:

- Diploma or Bachelor degree with major in finance and accounting preferred
- 1-3 year work experience as administrative assistant
- Proficiency in MS Word, Excel, PPT and Outlook
- Well organized and ability to handle multiple tasks
- Attention to details
- Basic English writing, reading and conversation skills
- Good service mind with attention to create a positive experience for others
- Pleasant personality

Application Closing Date : 20th July 2020

Expected Start Date : Mid-September 2020 or earlier

How to Apply:

- Please submit a current CV/resume including 2 references and a cover letter explaining why you are suitable for this post to mynrecruit@theborderconsortium.org
- Only short-listed candidates will be contacted.

TBC is an equal opportunity employer that values diversity at all levels.

(Minorities/Females/People with Disabilities)