

Administrative Officer: Job Description

1. Job Description				
Position Administrative Officer	Department Human Resources/ Administration/ IT	Reports to HR/Administration Specialist	Reportees/Supervision none	Grade D
2. Purpose				
The Administrative Officer provides support to the Bangkok office in HR/ Administration Unit and coordinates with Field Administrator based in different field sites; Mae Sot, Mae Hong Son, Kanchanaburi, Chiang Mai and Myanmar.				
3. Job Responsibilities, Duties & Tasks				
<p>Administration:</p> <ul style="list-style-type: none"> Assist with database processing including database entry, database updating, database compilation and help to communicate information from HR & Admin Team to TBC staff. 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) Assist in logistics and food preparation for meetings, trainings, and workshops. Update, maintain and consolidate TBC employees' leave record. Maintain office equipment and facilities in good working condition and keep the record for Fixed Assets Register/Inventory Record. Assist the purchase and monitoring of office supplies following TBC procurement procedures (e.g. collecting quotes). Arrange for stocks (e.g. stationery and office supplies) to be replenished and equipment (e.g. air conditioning units and phones) to be repaired where necessary. Assist with bill payments following the TBC Staff Policy Manual (e.g. checking receipts and paying bills). <p>Government liaison:</p> <ul style="list-style-type: none"> Support visa and work permit application process for international staff and their dependences. Coordinate with Ministry of Interior and TBC's field office to support processing all camp pass requests and permission letters <p>Other Occasional Duties:</p> <ul style="list-style-type: none"> Provide other forms of support as required and/or requested by HR & Admin Specialist. Support HR & Admin team during an absence of a team member. 				
4. Job Specification (Minimum Job Requirements)				
Education Bachelor in related field	Experience in Humanitarian or Related Field Not required but would be beneficial	Experience in specific field or closely-related job, technical and behavioural skills		
		<ul style="list-style-type: none"> Bachelor in related field 2-3 years of experience in Administrative work Good people and inter-personnel skills with positive thinking is a must Fair command of Thai & English both in writing and speaking Good computer literacy in MS office esp. MS Xcel and PowerPoint 		
5. DECISION-MAKING & AUTHORITY				
Low				
Location Bangkok			Preparation Date May 2023	

How to Apply:

Interested in this position should send a resume/CV including 2 references, and a cover letter explaining one's suitability no later than **May 31st, 2023** to hr@theborderconsortium.org clearly indicating on the subject line: **"Administrative Officer."** Only short-listed candidates will be contacted. The successful applicant will be chosen in June.