

## Administration Officer

### Job Description:

1. Job Description				
Position	Department	Reports to	Reportees/Supervision	Grade
Administration Officer	Human Resources/ Administration	HR & Administration Manager	none	D1
2. Purpose				
The Administration 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><b>Administration:</b></p> <ul style="list-style-type: none"> <li>Assist with database processing including database entry, database updating, database compilation and help to communicate information from HR &amp; Admin Team to TBC staff.</li> <li>Assist front-office reception services, including telephone exchange and recording postal correspondence.</li> <li>Assist with delivery and receipt of goods and correspondence (e.g. dealing with mail &amp; courier services).</li> <li>Assist with travel, accommodation and logistical arrangements for staff and visitors (e.g. arranging bookings, tickets, taxis, etc.)</li> <li>Provide secretarial support as required (e.g. typing narrative reports, data entry, scanning and copying)</li> <li>Assist in logistics and food preparation for meetings, trainings, and workshops.</li> <li>Update, maintain and consolidate TBC employees' leave record.</li> <li>Maintain office equipment and facilities in good working condition and keep the record for Fixed Assets Register/Inventory Record.</li> <li>Assist the purchase and monitoring of office supplies following TBC procurement procedures (e.g. collecting quotes).</li> <li>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.</li> <li>Assist with bill payments following the TBC Staff Policy Manual (e.g. checking receipts and paying bills).</li> </ul> <p><b>Government liaison:</b></p> <ul style="list-style-type: none"> <li>Support visa and work permit application process for international staff and their dependences.</li> <li>Coordinate with Ministry of Interior and TBC's field office to support processing all camp pass requests and permission letters.</li> </ul> <p><b>Other Occasional Duties:</b></p> <ul style="list-style-type: none"> <li>Provide other forms of support as required and/or requested by HR &amp; Admin Manager.</li> <li>Support HR &amp; Admin team during an absence of a team member.</li> </ul>				

4. Job Specification (Minimum Job Requirements)		
<b>Education</b>  Bachelor in related field	<b>Experience in Humanitarian or Related Field</b>  Not required but would be beneficial	<b>Experience in specific field or closely-related job, technical and behavioural skills</b>  <ul style="list-style-type: none"> <li>• Bachelor in related field</li> <li>• 2-3 years of experience in Administrative work</li> <li>• Good people and inter-personnel skills with positive thinking is a must</li> <li>• Good command of Thai &amp; English both in writing and speaking</li> <li>• Good computer literacy in MS office esp. MS Xcel and PowerPoint</li> </ul>
5. DECISION-MAKING & AUTHORITY		
Low		
<b>Location</b> <i>Bangkok</i>	<b>Preparation Date</b> <i>March 2024</i>	

**Application Closing Date:** 15<sup>th</sup> Aug 2024

**Expected Start Date:** 2<sup>nd</sup> Sep 2024

**Reporting Line:** Human Resources and Administration Manager

**How to Apply:**

- Please submit a current CV/resume including 3 references and a cover letter explaining why you are suitable for this position to [hr@theborderconsortium.org](mailto:hr@theborderconsortium.org) or through this website.
- Only short-listed candidates will be contacted.

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

***(Minorities/Females/People with Disabilities)***