

Position: Office Administrator, Bangkok, Thailand

SLP Environmental is an award winning ASEAN consulting company specialising in the provision of high quality environmental, social and health and safety consulting and advisory services throughout South East Asia. We are looking for a suitably qualified office administrator to join our Bangkok, Thailand Office.

Requirements:

- Support the Company Directors and other Consultant staff as necessary.
- Answer telephones and transfer to appropriate staff member.
- Meet and greet clients and visitors.
- Create and modify documents using Microsoft Office.
- Produce stationary templates, letters and emails.
- Format, collate & pdf reports in English
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.
- Sign for and distribute UPS/Fed Ex/Airborne packages.
- Research, price, and purchase office furniture and supplies.
- Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys.
- Manage and Liaise with Facility Management
- Arrange staff travel, accommodation requirements and project set up requirements.
- Setup and coordinate meetings and conferences.
- Maintain and distribute staff weekly schedules and staff timesheets.
- Collect and maintain PC inventory.
- Undertake errands within Bangkok (as required).
- Support staff in assigned project based work.
- Provide office orientation for new employees.
- Setup accommodation and entertainment arrangements for company visitors.

Knowledge and Skills Requirements

- Be fluent in Thai language (mother tongue) and residing in Bangkok and/or Thailand.
- Be professionally proficient in English language (speaking, reading and writing) with a TOEIC Score: >750 points. Other ASEAN languages an advantage.
- Have a full Driving License (be able to drive in Thailand and other ASEAN countries) (advantageous).
- Excellent project management skills.
- Computer literate (MS Office)
- Self-motivated, reliable, punctual, good interpersonal skills, a team player with strong analytical and leadership skills
- Must be willing to learn new skills & able to work under pressure and meet various deadlines
- Socially and environmentally concerned

Applications:

Please send a Covering Letter and your Resume (IN ENGLISH LANGUAGE), stating your starting salary expectations to info@slpenvironmental.com All applications will be treated in strict confidence. See our website for further information on our Company: www.slpenvironmental.com