

Executive Administrator

A step stone for your career and a gateway to the Nordic business opportunities? Are you interested in Nordic and Danish business life and learn why the Danish people are the happiest and least corrupt people on Earth? Then try and join the Chamber Secretariat and learn more about the Danish and Thai business society in Thailand!

Company Background: The Danish-Thai Chamber of Commerce is one of the leading non-profit organizations dedicated to the comprehensive promotion of trade and investment in Thailand. The organization works with many key parties such as; companies, government and non-government agencies. The organization is now looking for a suitably qualified candidate to join it in the position of Administrative Executive.



Contact Info

Danish-Thai Chamber of Commerce 34
C.P. Tower 3, 9th Floor Tower A Phayathai
Road, Ratchathewi Bangkok 10400, Thailand

Phone: [+66 2354 5220](tel:+6623545220)
Email: contact@dancham.or.th

Responsibilities

Description

- Prepare payment vouchers, invoices, petty cash, accounting expense and receipts for outsourcing accounting firm
- Ensure the accuracy of HR Administrative such as time attendance and leave record
- Take minutes of various meetings
- Assist with events by organizing venue, catering, invitation, set up and member registration at the events
- Maintain and update membership database
- Maintain filing systems and fill all correspondences
- Coordinate with associated organizations, other committee groups or guest speakers
- Support other queries from members as appropriate
- Participate in 1-2 monthly member meetings which are in the evening

Qualifications

- Bachelor's degree or similar in any field
- At least 3 years of experience in administration or as project coordinator
- Good interpersonal and communication skills, service minded and active
- Ability to work independently as well as in a team
- Strong ability to prioritize multiple tasks and make timely responses
- Computer proficient with good MS office skills
- Excellent command of both spoken and written English
- Proper business appearance with a polite and outgoing personality in daily work

We invite qualified Thai Nationals to Submit their Resume stating their present and expected salary.