

## **Company Background**

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

# **ADMINISTRATIVE EXECUTIVE**

## **Bangkok**

A step stone for your carrier and a gateway to the Nordic business opportunities? Are you interested in Nordic and Danish business life and learn why the Danish people is 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!

## **Description**

- Preparing payment vouchers, invoices, petty cash, accounting expense and receipts for outsourcing accounting firm.
- Taking minutes of meetings.
- Assisting organization's events by organizing venue, catering, invitation, set up and member registration at the events.
- Maintaining and updating membership database.
- Maintaining filing systems and filling all correspondence.
- Coordinate with associated organisations, other committee groups or guest speakers.
- Support other queries from members as appropriate.
- Participate and engage in 1-2 monthly member meetings which are in the evening.

## **Qualifications:**

- Bachelor's degree or similar in any field.
- At least 1-2 years of experience in administration or as project coordinator.
- Computer proficient with good MS office skills using Outlook, Excel, Word.
- Able work in a systematic way keeping good order.

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- Good interpersonal and communication skills, service minded and outgoing personality.
- Ability to work independently as well as in a team.
- Strong ability to prioritize multiple tasks and make timely responses
- 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.