

**CARE INTERNATIONAL**  
**Asia Regional management Unit**

**JOB DESCRIPTION**  
**Administration Assistant**

Job Title: **Administration Assistant**

Supervisor (Name/Title): Direct line management with Regional Director and dotted line with Office Manager

Grade: 4

The Administration Assistant will be responsible for various aspects of personal assistant of RD to manage his/her calendar, arrange meetings/workshops/conferences, follow up with Cos, office administration, communications, including answering incoming and connecting phone calls, managing incoming/outgoing mail, pouch and faxes. He/she will be supporting for facilitating settling-in related requirement of expatriates staff, obtaining and reviewing Thai work visas, facilitating the visits of ARMU guests, hotel booking, arranging staff travel (ticket, visas) and administers petty cash fund. He/she will also be assisting with administrative and secretary support, logistic support for meeting/workshop, maintain filing system, maintain an update inventory records, arrange vehicle services, upkeep and maintenance of the office equipment. He/she will also be an office housekeeper in order to maintain a clean and tidy office environment.

**Responsibilities**

**R1: Performs Personal Assistance tasks for RD and handle office communications (40 %)**

- **Calendar Management:** Organize and manage the employer's schedule, including appointments, meetings, and travel arrangements, ensuring all commitments are met in a timely manner.
- **Communication:** Act as the primary point of contact for the employer, managing pouch, mail, faxes and responding to phone calls, and other forms of correspondence promptly and professionally. Maintain update contact list of CARE worldwide
- **Administrative Support:** Provide administrative support such as drafting correspondence, preparing reports, presentations, and managing documents as required.
- **Travel Coordination:** Arrange travel itineraries, accommodations, and logistics for business trips, ensuring cost-effectiveness and convenience. Submit TER and reimbursement claims to finance on time.
- **Meeting Coordination:** Schedule and coordinate meetings, including booking venues, preparing agendas, and taking minutes as necessary.
- **Information Management:** Maintain accurate records, databases, and filing systems, ensuring easy retrieval of information when needed.
- **Confidentiality:** Handle sensitive information with discretion and confidentiality, maintaining a high level of professionalism at all times.

**R 2: Petty cash management and control (10 %)**

- Act as the custodian of petty cash fund and maintains proper accounting of the fund
- Prepare petty cash voucher and facilitate its approval for encashment

- Prepare petty cash fund report as required

**R 3: Facilitate settling in related requirements of ARMU expatriates staff (10 %)**

- Assist Office Manager to Obtain Thai visa for ARMU staff and visitors, prepare necessary documents for visa processing
- Assist in Liaising with the Immigration Officer for visa permit to stay in Thailand, visa renewal, re-entry visa, report of 90 days
- Assist Liaise with Ministry of Labour for work permit renewal
- Support ARMU staff for short/long term housing need, custom clearance of incoming and outgoing shipment of personal effects under the guidance of the Office Manager.
- Provide support and service to expatriates on housing related issues such as utilities, repairs/maintenance, school related, travel and transportation management and maintain lease agreements of offices, expat's residence, under the guidance of the Office Manager.

**R 4: Administrative, logistic support and travel arrangement (25 %)**

- Support the Office Manager in maintaining an up to date filing system of ARMU administration file, including requisition, payment request, etc.
- Assist in arranging staff travel (air-ticket, hotel booking) for ARMU staff and guest
- Coordinate and facilitate travel documents such as visa applications and provide visa information. Assist staff in completing visa documents for traveling and process travel visa for Technical Advisor
- Coordinate with Raks Thai of their service for meeting/workshop and provide logistic support for meeting/workshop for ARMU in absent of Raks Thai Foundation
- Receive all bills for payment, facilitate and coordinates with the Accounting unit for finance related, purchasing including travel advance, reimbursement of expenses, petty cash replenishment, etc.

**R 5: Supervised the upkeep and maintenance of the office (10 %)**

- Oversee office cleaning and housekeeping and ensure the office is kept clean and tidy through effective supervision of the office housekeeper
- Check condition of office equipment, computer, office furniture, printer, and appliances and facilitate needed for repair and maintenance
- Ensure availability and adequacy of office supplies including water, newspaper coffee, etc.

**R 6: Perform general services and other activities as assigned (5 %)**

**Qualifications**

**Education/Training**

Bachelor's Degree Holder in Business Management and Administration, or its equivalent; additional qualifications as an Office Assistant or Secretary will be a plus.

**Experience**

- Previous experience in an office environment as an intern or volunteer will be preferred.

**Skills**

- Effective written and oral communication skills (English & Thai language).

- Experience with office management software e.g. Word, Excel, PowerPoint, Outlook.
- Problem-solving skills.
- Analytical skills.
- Excellent organizational and time management skills.
- Strong sense of discretion and confidentiality
- Strong organizational skills with ability to multi-task and adapt to changing priorities.
- High level of accuracy and attention to detail
- Documentation skills.

### **Competencies**

- Resilience
- Patience
- Trustworthiness and honesty
- Solution provider and understands other's perspectives
- Teamwork and Collaboration