

EMPLOYMENT NOTICE

OFFICE MANAGER/BOOK-KEEPER

Organization: Foundation for Local Development (FLD)

Closing Date: 10 March 2026

Working Hours: Office hours (37.5 hours/week, flexible)

Location: Chiang Mai, Thailand

Starting Date: As early as possible in March 2026

Major duties and Responsibilities:

- Oversee and administer day-to-day activities of the office in Chiang Mai, Thailand.
- Serve as the primary point of administrative contact with Thai authorities regarding FLD registration, immigration and work permits (as relevant).
- Organize and facilitate meetings of FLD committee and maintain liaison with committee members.
- Prepare monthly Social Security fund, tax and office bills payments and other financial documents.
- Recording all daily financial transactions in FLD office and FLD bank accounts, maintain office cash flow and monthly report for petty cash and relevant specified project expenditure.
- Prepare funds transfers to FLD project partners for the project staff and activity costs.
- Provide support to the FLD Finance Manager and Program Assistant.
- Probation period: 3 months.



Qualifications and Requirements

- practical experience managing a small office and ability to work with Word, Excel and PDF files
- Graduated or near to graduation in Management, Business Administration, Administration, or a related field
- Fluency in written and spoken Thai and adequate English for reading writing and basic communication
- Familiarity with email systems and secure messaging systems.
- Contract subject to probation and salary open for negotiation
- The successful candidate must be a Thai citizen, living in Chiang Mai, and able to work from FLD office located in Chang Klan with work from home from time to time as agreed with FLD finance manager.

Foundation for Local Development

FLD was registered in Thailand in 2009 and has been focused on providing services for the capacity building of ethnic rural communities, especially in conflict-affected areas and ethnic people and organizations in Southeast Myanmar

Submission of Applications

Interested candidates are encouraged to submit a letter of interest with references, a CV and expected salary not later than 10 March 2026. Applications can be submitted by email to

Tresa Mitsathit, FLD Program Assistant — tresab9@proton.me

Mr. Somyot Chana, FLD Finance Manager — channas2022@protonmail.com

Dr. Alan Smith — alandada@protonmail.com

Please note that we will be able to interview only short-listed candidates.

We look forward to your application