



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream Foundation in Mae Sot, Thailand is seeking an ambitious

Office Administrator

Starting date of position – as soon as possible

Together as a team, we at Child's Dream are here to empower people in the Mekong Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our Finance and Office Administration team in Mae Sot is looking for support with legal and administrative tasks, particularly related to visa applications, work permit processing, renewals, and other office and project-related compliance matters.

Your duties and responsibilities include but are not limited to:

- Manage visa and work permit processes, including preparation, renewal, and cancellation for our foreign employees, volunteers, and their family members
- Assist in yearly income tax filing and handle social security registrations for foreigners
- Ensure compliance with Thai laws, overseeing legal matters related to office operations and projects
- Prepare, review and process legal documents, and facilitate communication with government entities for construction projects
- Provide general administrative support for various HR processes, projects, and office administration
- Manage the car fleet, car insurance, and road tax
- Organise and manage reports, invoices, contracts, and financial files for easy accessibility
- Oversee and manage inventory and procurement processes to ensure that necessary resources are purchased within budget limits
- Maintain good relationships with the labor department, immigration offices, and other related government entities
- Coordinate with Child's Dream's Regional Human Resources and Administration Department
- Manage other administrative and legal tasks as they arise

We are seeking for a person who meets the following criteria:

Education and work experience

- A strong interest in working for an NGO and contributing to our vision and mission
- A Diploma in Business Administration or equivalent education
- Minimum of 3 years of work experience in a relevant role

Soft skills

- Excellent organisational skills and prioritisation according to urgency and importance of tasks and issues
- Great attention to detail, a critical mind, and problem solving skills

- Service-minded person with strong interpersonal skills who likes to support and interact with employees in all personnel-related matters
- Positive attitude, open-mindedness, and approachability
- Strong cross-cultural verbal and written communication skills
- Excel in fast-paced environments, demonstrating a high degree of adaptability and flexibility
- Strong team player, willingness to learn and take over new or additional tasks

Hard skills

- Knowledge of visa and work permit process, regulations, and requirements
- Knowledge about labor law, social security scheme, and personal income tax system in Thailand
- Solid IT skills (MS Word, Excel, Power point, E-mail)

Language Skills:

- Native Thai language skills
- Advanced English language in both written and verbal communication

Travel requirements:

- Able to drive a car, often required to drive

What we offer:

- A full-time position in Mae Sot, Thailand with an unlimited contract
- A multicultural working environment with more than 14 nationalities in the region
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- Salary will be based on the relevant work experience, skills, and knowledge, plus monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, two references and certificates of education) to hninwutyi@childsdream.org.

The application deadline is **23rd July 2025**.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview. The interviews will be done on a rolling basis.