



JOB DESCRIPTION

Position:	Administrative Officer
Job Type:	Local Full Time Contract
Division:	WCS - Thailand Program
Reports to:	Finance and Administration Manager
Location:	Nonthaburi, Thailand

Organization Profile:

The Wildlife Conservation Society (WCS) is an international conservation NGO headquartered at the Bronx Zoo in New York City working to save wildlife and wild lands and to meet global conservation challenges in over 60 countries in Africa, Asia, and the Americas.

WCS Thailand Program has been established since 1997, we are working closely with the Thai government and in cooperated with several academic institutes as well as local and international private organizations to achieve its mission to strengthen the science-based conservation principle, in order to preserve the intact wildlife and wild place in Thailand.

Purpose of the position:

Administrative Officer is a point of contact for all employees, providing administrative support and managing their queries. Main duties include managing office operations, preparing regular reports, maintaining office supplies and equipment and various administrative tasks to ensure our administrative activities run smoothly on a daily and long-term basis.

Principal Responsibilities:

- Answer daily incoming calls and make outgoing calls and responsible for sending e-mail with valuable information to inquiries.
- Maintain an office calendar and related schedule appointments.
- Planning meetings and taking detailed minutes.
- Drafting the official e-mails and letters, and distributing to WCS partners and agencies, correspondence memos, letters, and related forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Ensure compliance with company policies and procedures.
- Act as the point of contact for internal and external contacts.
- Assist with special projects and events as assigned by supervisor.
- Maintain contact lists and update office database (staff, supplies, office asset, insurance, etc.)
- Assist in performing purchase, supplier selection/evaluation to meet purchasing objectives.
- Maintain office supplies and equipment, and place orders as needed.
- Working closely with the operation team and assist all tasks as assigned by supervisor.

Position and Qualifications Requirement:

The successful candidate must be good in written and oral communication skills and be comfortable participating with the diverse team. S/he must be well organized, self-motivated, and enthusiastic to coordinate with the co-workers to get things done, with strong attention to detail, and can work on multiple tasks and be able to work under pressure.

- Bachelor’s Degree in any related fields (English and Administrative management is preferable).
- Solid knowledge of office procedures.
- Having strong organization skills and be able to well manage and follow the office procedures with a problem-solving attitude.
- Very good command in English language skills.
- Experience with office management software like MS Office (MS word, excel, etc.)
- Organize work schedules and setting priorities to meet deadlines.
- Be proactive, punctual, prioritizing, good communication skill and demonstrated ability to work with a diverse team.
- Good interpersonal, flexible, and be able to work under pressure and limited time.
- Interested in conservation works with international conservation NGO.

Interested candidates, who meet the above qualifications, should apply by sending an application letter and CV together with the names and contact information of three references to: wcsthailand@wcs.org. Please include **“Administrative Officer”** in the subject line of your email.

Interested applicants are encouraged to apply as soon as possible, and before **September 30, 2024**.

WCS is an equal opportunity employer, and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and engaging a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on gender, race/ethnicity, religion, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, caste, genetic information or any other covered status or characteristic protected by laws and regulations/and similar categories.

It is everyone’s responsibility to ensure that we do not tolerate discrimination or harassment based upon a person’s membership in one of these protected categories in areas such as recruitment, selection, job assignment, supervision, training, promotions, job grading, transfers, termination, compensation, benefits, educational opportunities, WCS sponsored recreational activities and facilities.

The organization complies with the spirit and intent of relevant local laws and WCS’s employment policies.