



Hello from Friends-International Thailand

We're looking for a ADMIN/HUMAN RESOURCES ASSISTANT

Are you experienced in handling various office duties related to Admin and HR?
Would you be excited to provide support to our teams in Thailand so they can build futures for marginalized children and youth?

If you answered 'yes' to any of the above, then you may just be the person we need.

WE ARE

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries. Our multiple dynamic teams in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe, together with our partners, deliver innovative services for children, youth, their families and their communities. This is done through our Saving Lives, Building Futures and ChildSafe programs which cover a great variety of carefully integrated projects including child protection, migration, harm reduction, education, alternative care, vocational training, social businesses, employment, NGO networks and more!

THE ROLE

As part of the Friends-International Thailand team, based in Bangkok, you will provide support for our program in Thailand, called Peuan Peuan. In this role, you will work closely with the management team, and our field teams in Bangkok, Chonburi and Aranyaprathet. You will be closely supported by our international technical support team based in Cambodia. You will work on ensuring admin duties are handled well and supporting our team on various HR-related tasks such as compliance with the Labor Law, organizing paperwork, assisting with recruitment, organizing training and other tasks. You will be working alongside and share some duties with our Administrative Assistant, also based in Bangkok. You'll be involved in a great variety of carefully integrated projects including child protection, drugs, health, education, alternative care, employment and many others together with more than 400 #EverydayHeroes in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe! This would be a perfect role for someone who already has some working experience and is willing to learn and grow in an international working environment!



Does this describe you?

- You are a dynamic team player with a passion for protecting and educating marginalized children, young people and their families
- You are confident with coordination and support all admin responsibilities.
- You have experience in working on basic HR procedures
- You're excited to grow your skills and knowledge
- You are well organized and you enjoy providing support to others
- You are a native Thai speaker who wishes to develop their English skills while working in our multicultural working environment

These would be examples of some of your daily responsibilities. Would you enjoy them?

- Maintain smooth operations for a team of 20 #EverydayHeroes and ensure compliance with the Thai Laws
- Coordinate with supplier/ government (Social welfare, Revenue, Ministry, etc). Including payment office rent, office utilities, PND.1, 3, 53
- Support to renew work permit and visa
- Update asset and control.
- Record and update staff annual leave
- Work with our HR/ADMIN international support team from Phnom Penh to implement new HR Policy in Peuan Peuan
- Organize training for the team in Bangkok so that they improve their skills and grow in their career
- Coordinate orientation and training sessions for new employees
- Maintain proper records of staff personal file, input and keep track of employee information
- Support the Employment Manager to recruit an additional team member and help more youth and caretakers to find jobs

Sounds good!/? Great! Please email your CV with your Cover Letter and salary expectations now to hr.thailand@friends-international.org and let's talk more.

Friends team

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.