

Assistant Project Coordinator at Sal Forest - Join Our Mission for Sustainability!

Sal Forest, Thailand's pioneer in sustainable business acceleration, is seeking a dynamic Assistant Project Coordinator to support our impactful projects in sustainable finance and the food supply chain.

Responsibilities:

- **Stakeholder coordination support:** Assist in facilitating the coordination of meetings and training sessions, both domestically and internationally. This involves communicating with various stakeholders, including banks, corporations, non-profits organizations, government agencies and regulators.
- **Documentation and communication:** Responsible for the development and upkeep of vital documents in both Thai and English, encompassing meeting minutes and invitation letters, ensuring their accurate and timely dissemination.
- **Administrative excellence:** Perform a broad range of administrative duties including financial report preparation, email management, and systematic file maintenance. Demonstrate sharp attention to detail and commitment to deadlines.
- **Event coordination:** This role also encompasses the planning and organizing of events and training sessions, integrating financial document handling to ensure budget compliance and financial reporting accuracy.

Qualifications:

- Minimum bachelor's degree (Economics or Business Administration is a plus).
- Comfortable using **Thai&English** in professional settings, capable of handling routine communication and basic industry-specific terminology.
- A passion for coordination and management work among many stakeholders.
- Proficiency in Microsoft Word, Excel, and Google Drive.
- Highly adaptable and flexible with at least 2 years of work experience. (experience gained during undergrad is acceptable)

Work Format: Work from Anywhere, with office attendance in Bangkok 2-3 times a month or more if there are domestic events. 5 working days per week. One-year employment contract but could be renewed annually.

Application Deadline: Interested candidates, please send your resume, stating your desired salary, and a letter of introduction to info@salforest.com by 17 May 2024. **(Subject of the email: Application for Assistant Project Coordinator position).**

Join us in making a positive impact on sustainability.