



SOUTHEAST ASIA

RECRUITMENT PACK

Greenpeace, one of the world's most respected and dynamic organizations, is an international non-profit global campaigning organization that acts to ensure the ability of Earth to nurture life in all its diversity. At the heart of Greenpeace's campaigns is the tradition of non-violent, direct action against environmental abuse and destruction.

Greenpeace exists because this fragile earth deserves a voice. It needs solutions. It needs change. It needs action.

Greenpeace acts to change attitudes and behavior, to protect and conserve the environment and to promote peace by:

- **Catalyzing an energy revolution** to address the number one threat facing our planet: climate change.
- **Defending our oceans** by challenging wasteful and destructive fishing, and creating a global network of marine reserves.
- **Protecting the world's ancient forests** and the animals, plants and people that depend on them.
- **Creating a toxic free future** with safer alternatives to hazardous chemicals in today's products and manufacturing.
- **Campaigning for sustainable agriculture** by rejecting genetically engineered organisms, protecting biodiversity and encouraging socially responsible farming.

Greenpeace, an international environmental non-government organization, is comprised of 26 independent national and regional offices across the world covering operations in more than 55 countries.

To maintain our independence, Greenpeace does not accept donations from governments or corporations but relies on contributions from individual supporters and foundation grants.

For over 40 years, Greenpeace has been successful in our campaigns to reverse environmental degradation by bearing witness to environmental destruction and exposing and confronting environmental abuse. Greenpeace campaigns have been vital in informing government policies on the environment and effecting changes in business practices which lead to various environmental problems.

Greenpeace in Southeast Asia

Greenpeace opened our first office in Southeast Asia in 2000. In that time we have led successful campaigns throughout the region, securing fresher air, cleaner water and a healthier environment through changing industry practices and government policies. Greenpeace actively campaigns across the region to catalyze an energy revolution, protect ancient forests and our oceans, create a toxics-free future and create a shift to sustainable agriculture.

Greenpeace has four offices in Southeast Asia (GPSEA) —in Thailand, Indonesia, Philippines and Malaysia and currently composed of: Programme Department (Campaigns, Communications, Public Engagement & Actions), Fundraising, Operations Support (Human Resources, Finance & Admin, Information Technology, Security) and Executive Office. Currently, Greenpeace Southeast Asia employs nearly 200 staff across the region, excluding the direct dialogue fundraisers.

THE POST: Administrative Officer **(Permanent) Bangkok**

Position Summary

The Administrative Officer (AO) is responsible to perform as a receptionist at Greenpeace Thailand (GPTH) Office, providing administrative assistance of the Office in supporting Thailand's smooth operations. Also provide the administrative support for purchase requisition of asset/non-asset from the related staff and responsible for the invoice data entry.

Key Duties

1. Act as the forefront of Greenpeace Thailand
 - Act as a receptionist to manage all incoming and outgoing communications coordination (phone calls, mails, couriers, bills)
2. Assist the GPSEA colleagues related with administrative works
 - Support GPSEA colleagues related with purchase requisition of asset/non-asset
 - Responsible for all travel arrangements including the transportation, accommodation, and travel insurance as needed by the traveler in consideration of the cost and the compliance of policies and procedures
3. Manage office equipment maintenance and office facilities
 - Manage office equipment maintenance, office supplies, office utilities, reception area, office space, working area, meeting rooms and other office facilities
 - Managing the assets, updating the list, condition, and disposal process
4. Responsible for Credit Card's usage and reconciliation
 - Manage and ensure that all Credit Card transactions (eg. submitting/inputting the Credit Card information) under AO's supervision
5. Responsible for the process of centralized invoices
 - Organizationally keep invoices in the finance system on a weekly basis and ensure that the invoice is complete, accurate, reliable, reasonable and accountable
 - Input the stand alone invoice information such as budget code, account code, project code, GPI/NRO code (if any) and withholding tax.

Educational Background & Fundamental Qualifications

Level of Education:	University Graduate
Field of Study:	Bachelor's Degree in related field
Work Experience:	At least 3 years' experience in Office Administration and Management

Competencies and Skills

Organizational Competencies	<ul style="list-style-type: none">• Professionalism: Knowledge and/or experience in managing conduct and emotions in a way that represents the values and realizes the objectives of the organization• Teamwork and Communication: Knowledge and/or experience in working with others and presenting information, ideas and positions in a clear manner that can easily be understood across diverse and multi-culture audiences.• Quality: Knowledge and/or experience in meeting and surpassing requirements by setting high standards for the conditions of outputs.• Innovation and Change: Knowledge and/or experience in reflecting creative and imaginative thinking, an openness to new ideas, and an ability to take calculated risks in order to meet organizational objectives.
Functional Skills	<ul style="list-style-type: none">● Service minded person● Time management, able to handle multi-function and work under tight schedule● Attentive to details● Effective communication skills (written and oral) in English● Excellent computer skills such as MS Words, Excel, power point.

APPLICATION GUIDELINES

Interested candidates are invited to write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace, fill-up the attached Application form and email to:

jobs.th@greenpeace.org

Deadline for Applications: March 17, 2024

We regret that we shall be unable to acknowledge receipt of the form but should you wish to confirm that we have received your application, please call our office at tel. +66 3571921.

As we receive a large number of applicants for our advertised vacancies, we are unable to respond to those applicants who have not been shortlisted and we apologize for this in advance. If you do not hear from us within two weeks of the closing date, please assume that you have not been shortlisted.

GUIDANCE IN COMPLETING YOUR APPLICATION FORM

1. Read the recruitment pack carefully before completing your application form. The recruitment pack contains information about Greenpeace, about the job you are applying for, and brief information on employment conditions.
2. Complete all items in the application form. Remember that this will be our basis for shortlisting candidates. Make sure you email the form to the correct email address (jobs.th@greenpeace.org), addressed to the HR Department, and ensure that your application form arrives before the closing date. Application forms received after the closing date will not be accepted.
3. If you have questions, kindly email jobs.th@greenpeace.org.

Thank you and we look forward to receiving your application letter and completed application form.