



SIL International Mainland Southeast Asia Group สถาบันภาษาศาสตร์ SIL

RECRUITMENT ANNOUNCEMENT

Job Title ตำแหน่งที่รับ: Office and Data Entry Assistant, based in Chiang Mai office.

Duration ระยะเวลาในการจ้างงาน: Three month trial period, followed by one year contract if the trial period is passed successfully (with possibility of extension)

Background เกี่ยวกับ SIL

SIL is a global, faith-based, not-for-profit organization that works with over 1,600 local communities around the world to develop language solutions that expand their possibilities for a better life. Our work is fueled by a desire to see people flourish in community using the languages they value most. Regionally, SIL brings together more than 220 staff from 20 countries working alongside hundreds more partners and volunteers from local communities. Inspired by God's love, we advocate for, build capacity among, and work with local communities to apply language expertise that advances meaningful development, education, and engagement with Scripture.

Responsibilities (ความรับผิดชอบหน้าที่):

- Greet and welcome visitors at the front desk appropriately
- Answering screening and forwarding incoming phone calls
- Perform general clerical and secretarial activities
- Organizing physical and digital records including classifying, scanning, filing, and data entry.
- Assist other staff with responsibilities such as light office upkeep and organizing, local errands, and other office work, as requested

Qualifications (คุณสมบัติในการสมัคร):

- Thai National.
- Vocational or High vocational certificate or equivalent. Have at least one – two years of relevant work experiences.
- Good command of written and spoken English.
- Attentive to detail and computer proficient
- Good interpersonal and communication skills.
- Positive attitude and service minded. Have a desire to learn.

Benefits:

- Salary 9,500 to 12,500 per month
- Employee provident fund

How to apply วิธีการสมัคร (สำคัญ)

Interested candidates can submit their application via email to hr-th_msea@sil.org and operations_msea@sil.org by 15 May 2024. Their application should include a cover letter, a resume, educational qualification, and a copy of their national ID card. Short listed candidates will be asked to provide additional information such as a copy of disability card, housing registration, etc. and a list of three people to recommend them for the position. ***Only short-listed candidates will be contacted.

Contact: Alit Yuenyongtham and Daniel Tehan

Address: SIL Chiang Mai Office. 132-133 Chiang Mai-Lamphun Road, Tumbol. Wat Kate, Amphor. Mueng Chiangmai, Chiang Mai 50000. Tel. 053-248-603. Fax: 053-248-603

Website: <https://sites.google.com/a/sil.org/mseag/thailand?authuser=0>