



Job Announcement: Senior Admin Officer(Thai National Only)

Organization: Playbook Foundation

Position: Senior Admin Officer

Location: Mae Sot, Tak

Salary Range: 15,000 – 18,000 THB

Closing Date: 26 April 2026

### **About Playbook Foundation**

The Playbook Foundation is a non-governmental organization dedicated to empowering communities through sports-based development, youth leadership, and educational initiatives. We manage diverse projects—including football tournaments and youth empowerment programs—that require high standards of administrative integrity and strong relationships with Thai government agencies to ensure our impact is sustainable and legally compliant.

### **Role Overview**

We are looking for a dedicated Thai National to join our team as a Senior Admin Officer. You will be the vital link between our foundation and the Thai authorities, ensuring our legal standing is secure and our office operations run smoothly so that our team can focus on our community missions.

### **Key Responsibilities**

#### **Government Relations & Legal Compliance**

- Immigration & Labor: Lead the full cycle of Visas and Work Permits for international staff, ensuring 100% compliance with Thai Labor and Immigration laws.
- Liaison Officer: Serve as the official representative to the Revenue Department (Tax Office) and other government bodies.
- Legal Documentation: Maintain and update all foundation registration documents, ensuring all local permits are valid and filed correctly.

## **Social Security & Staff Welfare**

- SSO Management: Handle the registration of new employees and the termination of departing staff with the Social Security Office (SSO) within the required 30-day window.
- Monthly Contributions: Ensure accurate monthly social security deductions and submissions are completed by the 15th of every month.
- Staff Support: Act as the focal point for staff who need to claim benefits (e.g., medical reimbursement, maternity leave, or dental care) or change their registered hospital.

## **Reporting & Representation**

- Annual Reporting: Prepare and submit the comprehensive annual report of the foundation's activities to the Thai government. Translate English to Thai if needed.
- Por Mor Jor Liaison: Develop and deliver professional presentations to the Provincial Social Development and Human Security Office (Por Mor Jor).
- Communication: Handle all formal Thai-language correspondence with local and provincial authorities.

## **Logistics & Travel Management**

- Accommodation: Arrange and book suitable accommodation for staff members when travel is required for field projects or meetings.
- Travel Coordination: Organize transportation logistics for the team to ensure safe and efficient movement for the foundation business.
- Supply & Utilities: Oversee the procurement of office supplies and ensure all office utility bills (water, electricity, internet) are settled promptly.

## **Qualifications**

Nationality: **THAI NATIONAL ONLY**

- Transportation: Must be an independent individual with their own reliable transportation (car or motorcycle) and a valid driving license. You must be comfortable traveling to various government offices independently.
- Language: Native-level Thai (written and spoken) with a strong ability to use formal language with government officials. Professional proficiency in English is required for internal communication.
- Experience: Experience in administration, HR, or legal liaison, preferably within the NGO or Foundation sector in Thailand.
- Competencies: Strong presentation skills, attention to detail regarding legal paperwork, and a "can-do" attitude toward problem-solving.

- Technical Proficiency: Familiarity with the SSO e-Service portal and digital submission systems used by the Thai government is highly preferred.

**How to Apply:**

Interested candidates are invited to submit a CV (Curriculum Vitae) and a Cover Letter outlining their suitability for the role. Please also include at least two professional references.

Applications should be sent to [admin@playonside.org](mailto:admin@playonside.org) by using the subject line "**Application: Senior Admin Officer**" no later than April 26, 2026.