

Job Opening: Senior Admin**Officer**

Location: 356 Moo1, Mae Pa, Mae Sot District, Tak 63110

Employment Type: Full-Time (40 hours a week)

Salary Range: 18,000 - 23,000 THB

Organization Overview:

Playbook foundation Thailand is committed to using sport as a tool to support and educate children in the Mae Sot area, near the Thai-Myanmar border. Our mission promotes empowerment, inclusion, and gender equality, ensuring that every child, regardless of their background, has equal opportunities and a supportive environment.

Job Summary:

We are seeking a highly organized and proactive Senior Admin Officer to manage the daily operations of our office. This role includes overseeing administrative staff, managing resources, and ensuring efficient office operations. The successful candidate will play a key role in fostering a productive work environment and supporting our mission.

Key Responsibilities:**Administrative Management**

- Handle all tasks related to visa applications, renewals, and compliance with local regulations.
- Prepare and submit required paperwork and reports to Thai authorities.
- Serve as the main contact for local government agencies.
- Support organizational events, meetings, and activities, including logistics, scheduling, and documentation.

Office Management

- Assist the Finance and Admin Manager in preparing lease agreements and facilitating payments for the office.
- Communicate with landlords and vendors as needed.
- Manage office supplies and equipment, and coordinate with logistics.
- Perform other administrative tasks as assigned.

Logistics Arrangements

- Support with organizing travel, training, workshops, and meetings.
- Handle travel arrangements for staff, consultants, and visitors (including booking flights, accommodation, and vehicles).
- Manage office facilities and supplies.

Financial Management

- Support the finance team with tasks related to Thai financial regulations and compliance.
- Assist in preparing audit documentation and ensuring accurate financial records.
- Assist to provide financial orientation to new and existing staff annually.
- Support year-end financial closings and audit processes, and liaise with partners to meet deadlines.

Policy & Operations

- Develop and enforce policies to enhance operational efficiency.
- Ensure compliance with health, safety, and organizational regulations.
- Assist in coordinating cross-functional project management efforts.
- Prepare and manage reports, presentations, and correspondence.
- Serve as a liaison between departments to ensure effective communication.

Qualifications:

- Thai citizenship required.
- Minimum 2 years of experience working with migrant communities.
- Bachelor's degree in Business Administration, Public Administration, or a related field.
- At least 2 years of experience in administration, office management, or a similar role.
- Experience managing administrative operations and staff.
- Strong communication skills with government and legal authorities.
- Advance in English and Thai (both written and verbal).
- Skilled in Microsoft Office and office management software.
- Ability to work in a dynamic, mission-driven environment.
- Experience with budgeting and financial oversight is a plus.

Preferred Qualifications:

- 2 years of Experience in non-profit, governmental, or community organizations.
- Familiarity with project management tools and techniques.
- Proven experience in improving operational systems.

How to Apply:

Interested candidates should submit a resume and cover letter detailing their experience and passion for the role to zin@playonside.org. Please explain how your skills can contribute to our organization.

Application Deadline: 15th of October 2024

Contact Information: zin@playonside.org | (+66) 094-739-8756