

July 1, 2024

VACANCY NOTICE

Office Manager

Vacancy number: FES ORCA / VN02-24
Deadline for applicant: **July 15, 2024**
Expected Start Contract Date: August 1, 2024
Office Location: Bangkok, Thailand
Contract Duration: Temporary

Do you have at least three years of administrative and operational support experience in non-profit organizations? Are you value-driven, socially minded, communicative and enjoy working with people from different backgrounds?

Then you could fit in well with us!

Who we are:

The Friedrich-Ebert-Stiftung (FES) is an independent, private, and non-profit organization headquartered in Germany. FES in Asia runs activities that help promote social justice, shape the economy of tomorrow, and enhance cooperation for freedom and security. At the heart of our work is a worldwide network of offices with which FES conducts educational and advisory activities and facilitates dialogue in over 100 countries. Jointly with our regional partners, the FES Office for Regional Cooperation in Asia (ORCA) in Bangkok, Thailand, leads our regional activities in international affairs, tomorrow's global order and economy, and communications: <https://asia.fes.de/>.

Your role and tasks:

Under the supervision of the FES ORCA Director, the Office Manager performs the role of head of administration and office front desk manager. He/she coordinates operational, logistical, and administrative activities to ensure the professional functioning of the office. He/she assists the Managing Director and Programme Managers in their tasks and responsibilities. The Office Manager plays a key role in office registration and work permit and visa processes for expatriate staff; relevant experience working with international agencies in Thailand and the Thai authorities is therefore necessary. He or she organizes the travel itineraries of the FES ORCA Director, from booking flights to securing visa, to coordinating ground transport and immigration procedures. Other duties include procurement of services and goods in compliance with budget and policy guidelines and liaising with service providers, especially those managing the IT infrastructure. He/ she

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assists in organizing events in Thailand and throughout the region, supports visiting delegations, regularly updates the office filing systems, and ensures maintenance of record retention in accordance with FES policies and procedures, including maintaining an up-to-date office calendar.

What we expect:

- A diploma/degree with at least three years of work experience with international non-profit organizations;
- Proven track record in successfully coordinating complex administrative and logistical operations, including experience in procurement and in managing service providers;
- Strong organizational skills with the ability to prioritize and multi-task;
- Experience in effectively supporting organizations in implementing partner-oriented programs and collaboration with partners of diverse cultural backgrounds;
- Native Thai language proficiency and very good command of written and spoken English;
- Excellent communication and interpersonal skills, demonstrated ability to work with limited supervision as well as in a larger multicultural team;
- Proficiency in MS Word, Excel, and other office software;
- Considered a plus: Practical experience with internet content management systems.

What we offer:

- Exciting and meaningful occupation in one of Asia's most dynamic regions;
- Workplace at the FES Office in Bangkok, Thailand;
- Full-time employment (40 hrs/week), with suitable home office arrangements;
- Competitive fixed salary, 13th-month salary, health and life/accident insurance, provident and social security fund contributions;
- Collegial working atmosphere in a dynamic, dedicated, and innovative international team;
- Applicants must be Thai citizens.

Are you interested?

Please send your cover letter, CV, and relevant supporting documents to [**info.orca@fes.de**](mailto:info.orca@fes.de) by **July 15, 2024**.

When you submit your documents, please indicate **the vacancy number and position title** you are applying for in the email subject.