

JOB DESCRIPTION

JUNIOR ADMINISTRATION OFFICER

We are looking for a Junior Administration Officer to join our team in Chiang Mai.

This is a great opportunity for someone at the start of their career who is organised, proactive and keen to learn. You may already have some administrative experience, but we also welcome applications from recent graduates, first-jobbers, or early-career candidates who are looking for a role where they can build practical skills and grow professionally.

You'll work closely with our Senior Administration Officer, who will provide day-to-day guidance, mentoring and training across a wide range of administrative and operational tasks. This role is designed to give the successful candidate the chance to develop experience in office administration, internal coordination, record keeping, travel and event logistics, database management and compliance support within a supportive team environment.

What You'll Be Learning to Do

As our Junior Administration Officer, you'll support the smooth running of the organisation by assisting with a range of tasks such as:

- day-to-day office administration and coordination
- organising meetings, travel bookings and internal events
- maintaining records, filing systems and databases
- supporting donation and CRM record-keeping
- helping with general office operations and logistics
- assisting with administrative processes linked to compliance and official documentation
- providing practical administrative support to colleagues across the organisation

Who we're looking for

We're looking for someone who is:

- organised, reliable and detail-oriented
- confident using computers and able to learn new systems quickly
- comfortable communicating professionally with colleagues and external contacts
- willing to learn and take initiative
- able to manage multiple tasks and stay organised
- positive, adaptable and happy to support a busy team

Previous experience in administration is welcome, but not essential. We are more interested in finding someone with the right attitude, strong organisational skills and a willingness to learn.

What we offer

- a supportive team environment
- full training across the role
- mentoring and guidance from an experienced Senior Administration Officer
- the opportunity to gain broad practical experience in administration and operations
- a role with real scope for learning and development

Important eligibility note

Under current Thai labour regulations, this position falls within an occupational category that must be filled by a **Thai national**. For that reason, we are only able to accept applications from Thai nationals for this particular role.

If you are looking for an opportunity to learn, grow and build a strong foundation in administration and operations, we would love to hear from you.

Location: Office-based in Chiang Mai

Hours: 5 days a week (Mon-Fri) / 7.5 hours/Day

Salary: 18,000 - 20,000 THB per month

Benefits:

- 20 days paid annual leave, plus Thai public holidays
- Shared contribution to the Social Security Fund
- Enrolment in a private medical insurance scheme

How to apply: Interested candidates are invited to submit their CV and cover letter to dj@philanthropyconnections.org

The deadline for applications is **20 July 2026**.