



Thailand Charitable Organization Registration #350 under the Ministry of Finance

GENERAL ADMIN & HR ASSISTANT

ABOUT KENAN FOUNDATION ASIA

Kenan Foundation Asia believes in a world where everyone has the right to build a better life for themselves, their family, and their community. Every day, we are working in Thailand and the region to inspire students, develop skilled people, and grow strong leaders by empowering them with the knowledge, technology, and skills necessary for a better future. Whether it's an entrepreneur, a teacher, a student, a community leader, or non-profit manager, we conduct tailored, engaging activities to train, coach and equip them so they can achieve their dreams.

OUR VALUES

- Partnership** We collaborate with our stakeholders to co-create and deliver services and programming that address the real challenges facing the people of the region.
- Inspiration** We are passionate about creating a sustainable future and take action to make it happen. Through our actions, we inspire others to act and do the same.
- Leadership** We are leaders in the field of social and economic development. We empower courageous, adaptable people to succeed in solving the challenges of globalization and provide opportunities and dignity for everyone.
- Integrity** We care deeply about our work and our reputation. We do not compromise our ethics, our values, or our professionalism. We take personal responsibility and use good judgement to drive our values in everything we do.

ABOUT KENAN

Kenan Foundation Asia, a non-profit development organization working in partnership with companies, governments, academia, and committed individuals to empower people with the knowledge, technology, and skills necessary for a better future.

ROLE DESCRIPTION

Kenan is seeking an **General Admin & HR Assistant** to provide day-to-day General Admin, office and HR coordination support — covering recruitment logistics, onboarding/ offboarding, training facilitation, and employee engagement activities — while also managing office administration matters including visa and work permit processing, legal documents and filing, and petty cash. This position ensures smooth daily HR and GA operations and a positive employee experience, and reports to the Associate Manager, HR & GA.

This position is Full Time with fixed term (1 Year Contract) with possibility to extend.

KEY RESPONSIBILITIES

1. Office Management (Facilities & Administration)

- Manage general office facilities, equipment, stationery, and document filing.
- Handle purchasing process related to office expenses to verify and ensure accurate purchase requisitions/ invoices and any other related documents, including preparing purchase requests (PR) by verifying related documents.
- Oversee vendor contracts for office facilitation services (e.g., car rental, law firm advisory, office maintenance).
- Manage visa and work permit processes for expatriate staff.
- Manage petty cash and messenger services.

2. HR&GA Operations & Engagement

- Track and update HR KPIs across the organization.
- Handle employee inquiries and provide office service support.
- Conduct surveys and prepare reports (360° feedback, engagement surveys).
- Arrange and facilitate training sessions and maintain the organization's training records.
- Coordinate and support organization engagement activities, including staff meetings, retreats, farewells, and year-end parties.
- Prepare organizational communications such as newsletters and office updates.

3. Recruitment & Onboarding Support

- Support recruitment logistics, including mandatory test arrangements and recruitment tracking.
- Coordinate onboarding and offboarding arrangements for new joiners and departing employees.

SKILLS AND ABILITIES

Soft Skills:

- Organizational and time management skills
- Ability to prioritize and multitask
- Strong interpersonal and communication skills
- A collaborative, team-first mindset

Hard Skills:

- HR administration and coordination
- Office/facilities administration
- Basic HRIS data entry and record maintenance
- Purchasing
- Computer graphic design

QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum 1–3 years of experience in office administration and coordination, or HR support roles.
- Familiarity with onboarding/offboarding processes, training coordination, and employee engagement activities.
- Basic understanding of visa and work permit procedures is an advantage.
- Experience in an NGO or non-profit environment is a plus.
- Proficient in Microsoft 365 (Word, Excel, PowerPoint, Teams); familiarity with HRIS and timesheet/tracking tools is a plus.
- Fluent in Thai; intermediate English (listening, speaking, reading, and writing).
- Able to handle confidential information with professionalism and integrity.

APPLICATION PROCESS

Interested applicants are invited to submit a full CV/resume detailing qualifications and experience, along with copies of relevant educational certificates directly to Recruitment@kenan-asia.org with the subject line:

Application for General Admin & HR Assistant – Candidate's name

Please note that only shortlisted candidates will be contacted.

Kenan Foundation Asia is committed to a safe, inclusive, and respectful workplace. All employment decisions are based on the qualifications and competence of the applicants. As an employer, Kenan Foundation Asia is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. As part of our commitment to integrity and accountability, all selected candidates will undergo rigorous reference and background checks.

For more information, please contact Recruitment@kenan-asia.org or call (+66) 2-260-0380.