



Job Classified Office Admin Executive – Bangkok Office

Vauban real Estate is one of the leading real estate group in Thailand with 6 branches in Thailand Kingdom. Due the company is growing, we are looking for an **Office Admin Executive** with pro-active skills and high responsible profile

MISSIONS:

Agency Office Administration

- Supervise the daily routine
- Purchasing
- Expenses & Payments Management
- Management all other administrative tasks
 - phone calls
 - office maintenance
 - company car, insurance, Tax road and compulsory insurance, maintenance, driver's schedule
 - DHL account admin
- Office IT main contact person
- Procurement support (ordering marketing kits, bags, pens, umbrella etc)
- General checking requested from other colleagues (ie contacting Thai 3rd part...)
- Supervise that the administrative process to be respects by all employees (information in CRM, Paperwork, Day off notifications...)
- Archive agency agreements

Accounting

- in following up monthly expenses (voucher to be done, receipts, supplier payment information, etc)
- issuing invoices in Xero, up date CRM after invoicing and payments
- in following up billing (follow up with clients and developers, bank slips, receipts, etc) and payments
- Management bank account CV4 (issuing receipt to customer, analyse debit / credit by unit or client, provide credit advise, make a monthly report and archive all the document in case of control...)
- Making sure the CRM processes are respected by all employees

Human Resources

- Assisting in the payroll process : leaves form, incentive support information, payroll slips, etc
- Assisting in the recruitment process : sourcing, interview arrangement, and hire process (job proposal, employment agreement information, etc)
- Assisting and fully support HR Manager in every Human Resources ranging from Employee Relations, Performance Management, Learning & Development
- Visa and work permit support (if any)

Reports

- Reporting activities to Agency Manager and General Management in Bangkok
- Respect Company's process and procedure



Job Classified Office Admin Executive – Bangkok Office

Requirements:

- Thai nationality
- Male or Female age 28-35 years old up
- Fluent in Thai, English speaking and writing (French will be a great plus)
- Creative, active and enthusiasm
- Service minded and ability to work in a team and in an international environment
- At least 3-5 year experience as Administration and accounting bases
- Skill in computer in Ms Office
- Good organization able to organize work, schedules arrangement and deliver in time

Remuneration:

- Attractive fix salary according to experience
- Quarterly Incentives
- Social security
- Health insurance

Interested Professional that submit your resume to hr@companyvauban.com or nootsara@companyvauban.com .Tel 02 168-7047 extension 208