

Receptionist - Office Assistant

The Franco-Thai Chamber of Commerce is a non-profit organization created in 1966 to support the Franco-Thai business community in Thailand. For our various departments, we are always looking for motivated professional to join our team. **The FTCC has 5 departments and we are looking for a new Office Assistant to join our Administrative team, within the Business Support Department Department:**

- Business Club: Events & Membership
- **Business Support for French Companies**
- **Business Support for Thai Companies under the name of Promosalons**
- Communication
- Human Resources

Responsibilities

The *Office Assistant* supports the FTCC Team with various administrative aspects. She/he reports directly to the Office Manager and to the Business Support Director:

Reception

- Answer to the phone calls and transfer calls to the person in charge
- Receive incoming emails (contact@francothaicc.com), filter requests and acknowledge receipts within 24 hours; then with the support of concerned departments provide the first information about the given topics
- Welcome guests in the best possible conditions, listen to their needs and orient them to the concerned parties
- Control stocks of FTCC publications and those of its partners: Handbook, Presence Française... and keep an updated record of real stock and income with a monthly report
- Distribute mails, fax, invitations to the concerned parties in real time

Administration

- Update publications in the library (annual directory from associations, Chambers of Commerce, trade fairs,...)
- Coordinate the use of FTCC meeting room
- Assist Office Assistant in preparing documents (members registry, FTCC annual report, FTCC financial statement, list of new Board of Counsellors) to submit to Ministry of Commerce and Board of Trade after FTCC AGM
- Supervise the stocks of commodities: office stationery, snacks, drinks...
- Contact outsourced messengers according to the needs of each department

Financial Aspects

- If required help prepare invoices for the FTCC and coordinate with FTCC staff for payment follow up, receipt preparation, pick up cheques by outsourced messengers

Assistant/Secretarial Tasks

- Travel arrangement (air ticket & hotel reservation)
- Assist other departments for secretarial tasks upon availability: direct mail, listing, telemarketing, filing
- Assist the Executive Director in organizing the monthly Board meeting

Profile

- 🇹🇭 Thai nationality with **excellent command of French and English** (written and spoken)
- 🇹🇭 Degree or experience in secretarial tasks, administration
- 🇹🇭 Very good inter-personal skills, reliable, attention to details
- 🇹🇭 Team spirit and service-minded, problem solving
- 🇹🇭 Pleasant personality, smiling and welcoming attitude
- 🇹🇭 Attention to details
- 🇹🇭 Punctuality: 9-12 am, 13-18 pm compulsory; arrive early at 7.30 am twice per month for important meetings

Conditions

- 🇹🇭 Local open term contract, in Bangkok (Pathumwan)
- 🇹🇭 **Start As Soon As Possible**

Why should you join the FTCC?

- 🇹🇭 Challenge and get a first experience with an International environment
- 🇹🇭 The team & the company is important for you: we are team of 17 permanent and 1 interns , a mix & multicultural team, unify in our work and with a strong team spirit
- 🇹🇭 We offer great advantages: trainings (languages classes, public speaking session, sales training and so much more), days-off, insurance
- 🇹🇭 Evolution within the FTCC: either from one position to another OR from one department to another. A great environment for a young graduate to learn and discover your career path
- 🇹🇭 The location of our office is easily accessible by MRT or BTS

Interested candidates, please send application (resume, **cover letter** and salary expectations) to employment@francothaicc.com **Only shortlisted candidates will be notified.**