

OFFICE ADMIN & CLIENT SUPPORT EXECUTIVE - BANGKOK

Description

Join a dynamic and progressive law firm – varied and challenging work.

Opera Consulting is a general practice law firm based in Bangkok with a dynamic team consisting of lawyers and consultants speaking Thai, English and French.

Opera Consulting's mission is to advise, support and assist an international clientele in their investments, commercial establishment, and expatriation in Thailand.

Salary – Attractive / Negotiable

Main responsibilities

Admin Support

- Supervise daily routine
- Manage all office expenses & clients invoices
- Coordinate with accountant
- Weekly and Monthly reporting to the manager
- Update company services through different channels (facebook, linkedin etc.)

Business Support (in English and in French)

- Handle & qualify leads and assign to Team
- Answer to basic inquiries and follow up
- Assist and coordinate between Team and clients (meetings, documents required, etc.)
- Manage relationships with clients to make sure the quality of services are excellent

Legal Support

- Prepare/submit documents & coordinate with various government authorities
- Translate documents (Thai/English/French)

Qualifications

- Excellent command of English, both written and spoken
- Excellent command of French, both written and spoken
- Thai national only
- Bachelor's degree in any field
- Minimum 3 years of work experience



OPERA CONSULTING CO., LTD.
Legal Services

And also:

- Excellent interpersonal skills
- Ability to work quickly and efficiently
- Autonomous, able to manage time and prioritize work tasks
- Resourceful, energetic, detail oriented and customer focus!
- Good knowledge of Microsoft office & Xero software

To apply, email your CV and academic transcript to both email addresses:
nootsara@companyvauban.com, officeadmin@opera.co.th