



Administrator (Based in Phuket)

Responsibilities:

Coordinate office activities and operations to secure efficiency and compliance to company policies.
Manage phone calls and correspondence: e-mail, letters, packages etc.
Maintain bank statements for coordination with internal and external accounts.
Craft and modify employee contracts.
Organize, arrange and coordinate meetings.
Track stock of office supplies and place orders when necessary.
Run office errands to banks, post office and office supply stores as need be.

Qualifications:

- High proficiency in spoken English.
- Comfortable with working in a fast-paced and dynamically changing environment.
- Multi-tasking and good time management skills.
- In-depth understanding of office management procedures
- An analytical mind with problem-solving skills.
- Proficient in MS Office.

Full-time

Salary based on experience: Starting from 30,000 baht per month

Work 5 days per week

Working hours: 9.00 am-6.00 pm