



Hello from Friends-International Thailand

We're looking for a **ADMIN/HUMAN RESOURCES ASSISTANT**

Are you interested in learning more about Admin and HR duties? Would you like to support our teams in Thailand to help marginalized children and youth?

If you answered 'yes' to any of the above, then you may just be the person we need.

WE ARE

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994. Our Peuan Peuan program has been successfully run in Thailand since 2006.

We envision a world where children, youth, and their caregivers are safe from harm and can access education, training and job opportunities enabling them to reach their potential as contributing citizens of their countries. Our dynamic teams in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe, together with our partners, deliver innovative services for children, youth, their families and their communities.

This is done through our Saving Lives, Building Futures and ChildSafe programs which cover a great variety of carefully integrated projects including child protection, migration, harm reduction, education, alternative care, vocational training, social businesses, employment, NGO networks and more!

THE ROLE

As part of the Friends-International Thailand team, based in Bangkok in Khlong Toei district, you will:

- provide administrative support for our program teams in Thailand
- work closely with the management team, and our field teams in Bangkok, Chonburi and Aranyaprathet
- be closely supported by our international technical support team, based in Cambodia
- assist our team with various HR-related tasks such as compliance with the Labor Law, organizing paperwork, assisting with recruitment, organizing training

This job offers you an opportunity to make a positive impact on Thai children and youth, alongside 20 team members. It is an ideal role for someone eager to learn and thrive in an international setting! We welcome fresh graduates to apply!



Does this describe you?

- You are a dynamic team player with a passion for protecting and educating marginalized children, young people and their families
- You enjoy working on documents and sorting out paperwork
- You are well organized and attentive to details
- You love working directly with people
- You're excited to grow your skills and knowledge
- You are a native Thai speaker
- Your English speaking is fair but you are excited to learn more

These would be examples of some of your daily responsibilities. Would you enjoy them?

- Maintain smooth admin and HR operations for a team of 20 #EverydayHeroes
- Coordinate with suppliers and ensure office is running well
- Organize payments for the office (rent, utilities etc,) and to the government (Social welfare, TAX etc).
- Find new information about Labor Law and support team to renew work permit and visa
- Regularly update and control asset management system
- Record and update staff absences such as leave, sick leave etc.
- Coordinate orientation and training sessions for new employees
- Maintain proper records of staff personal file, input and keep track of employee information
- Work with our technical support team from Phnom Penh to update HR Policy in Peuan Peuan

Sounds good!/? Great! Please email your CV with your Cover Letter and salary expectations now to hr.thailand@friends-international.org and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

Friends team