



Hello from Friends-International Thailand

We're looking for a **SECRETARY**

Do you like paperwork? Are you friendly and enjoy helping others? Interested in supporting 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

You will be part of the Friends-International Thailand team, based in the Bangkok Office in Khlong Toei district. Your main role would be providing admin support to our team in Thailand (Bangkok, Chonburi and Aranyaprathet).

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!



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 doing admin work, organizing documents, assisting team members
- You want to learn more about administration and HR work
- You are well organized
- You are a native Thai speaker
- Your English speaking is fair but you are excited to learn more

Would you enjoy these responsibilities?

- Maintaining smooth admin procedures for a team of 20 #EverydayHeroes
- Finding information to ensure compliance with the Thai Laws
- Processing government payments (Social welfare, Tax etc.)
- Ensuring rent and office utilities are paid on time
- Supporting team to renew work permit and visa
- Updating asset files and control stock
- Updating policies with our technical support team from Phnom Penh
- Organizing training for the team in Bangkok
- Organizing job interviews and helping managers recruit new staff
- And others.

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