

Pineapple Vision Systems Co., Ltd.

Administrative Officer

Job description

- Handles a wide range of administrative duties and perform activities related to project management
- Ensures maintenance of log of all project and event related correspondence and ensure necessary follow-up
- Prepares draft agreements with partners
- Assist in maintenance of statistical data on training activities and respond to queries for requests for information on projects and training programs
- Coordinates preparation, processing and follow up on administrative arrangements and forms related to official travel of staff
- Handles bookkeeping of paper documents and computer-based information, financial monitoring, and liaising for transactions with AIT units
- Provide assistance to the Program Officer in the performance of their duties
- Communicate and visit other companies (related with work) to co-ordinate the work progress
- Always follow the instruction from the supervisor of the company

Requirements: Administrative Officer

1. At least a Bachelor's degree, Master's degree would be preferred but not required.
2. Minimum 3 years of experience in Administrative work,
3. Good command of oral and written English
4. Ability to work effectively under pressure, balance and prioritize multiple requests, in a multi-cultural environment
5. Capable and practiced in handling complex and/or multi-faceted tasks
6. Flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional
7. Computer literate, well-versed with Windows, word processing, spreadsheets, etc.
8. Proven ability to cope with conflict and stress, and effective problem-solving and mediation skills;

Remark: Applicants can send a CV & Cover Letter to Ms. Pondchanoke Piraintorn at p_piraintorn@hotmail.com. Also, please mention the job position in the mail subject that you applied for.