



SEH THEH FOUNDATION

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Job Vacancy

Date: 12 Jun 2024

Job Title: Office Assistant (1 position)

Project: System Strengthening

Report to: HR & Admin Manager

Duration: Two years' contract

Duty Station: Thai- Karenni Border

Application Deadline: ASAP

Summary

The Office Assistant under the Administration team is responsible for performing a variety of administrative and clerical tasks to support the smooth operation of the office. This role involves handling routine office duties, supporting management, and ensuring efficient administrative processes.

Responsibilities

- Work on a full-time basis.
- Must fully attend monthly and quarterly meeting called by mother organization and monitoring and evaluation, planning and coordination meetings organized by partner organization.
- Oversee and coordinate daily office operations to ensure efficiency.
- Manage office supplies inventory and place orders as necessary.
- Ensure the office is well-maintained, organized, and presentable
- Assist with budgeting and financial reporting.
- Process invoices, receipts, and other financial documents.
- Monitor and track office expenses
- Assist in the preparation and editing of documents, reports, and presentations.
- Provide administrative support for special projects and events.

- Assist in preparing materials and setting up venues.
- Updating paperwork and maintaining documents
- Helping organize and maintain office common areas
- Performing general office clerk duties and errands
- Assist in Scheduling and plan meetings and appointments
- Creating, maintaining, and entering information into databases
- Be responsible for administrating both office and project owned property, including maintenance of office and facilities.
- Performing other tasks as required

Commitment and Requirements:

- High school diploma or associate's degree
- Experience as an office work or in a related field
- Ability to write clearly and help with word processing when necessary
- Good interpersonal skills and maintain good relationship with all colleagues within the organization, partners and all relevant stakeholders.
- Commit to work for STF as written in the contract and staff are obliged to follow the termination policy in case of contract termination.
- Responsible to follow codes of conduct, policy, and the intentions of STF.
- Ability to work independently with minimum guidance from the supervisor.
- Must be able to work and collaborate with other staff in STF and other partner organizations.
(Good team player.)
- Being flexible and ability to work under pressure to meet deadline.
- Prioritize important tasks and manage time effectively.
- Must be computer literate.
- Effective communication skills.
- Must be flexible with working hours based on work requirement.
- Ability to drive motorbike with valid driving license.
- Aware of local and cultural norms and etiquettes.

