



Education Administrator

Bachelor's Degree
Bangkok Thailand
Assessment Account Manager

Job Title

Education
Location
Reporting To

This position provides administrative, clerical, facilities and/or operational support work for the Functional Unit including management team members. The position performs work which supports the daily office operations and consists of a variety of tasks, processes or operations.

The company offers competitive remuneration package, basic salary is in the range of **THB 22,000-27,000** with guaranteed one-month bonus plus medical & dental insurance as well as **7.5% provident fund** after passing probationary period.

We work 7 hours a day and 5 working days per week, our office is located in business area near Chidlom BTS Station.

Essential Duties & Functions

- Serves as the first point-of-contact for all communications for the Functional Unit management team. Responds to phone and email inquiries and escalates non-standard issues as needed. Acts as departmental point of contact for internal stakeholders and external clients. Duties may include new hire set up, inspecting office space, corresponding with building facilities staff, and addressing regular maintenance.
- Serves as primary back up to Office Services Assistants. Duties may include meeting space, and/or tech support, providing general office support and serving as mailroom and reception back up.
- Other tasks as assigned by supervisors.

Other Qualifications, Knowledge, Skills and Abilities

- Thai Nationality
- Possess minimum TOEFL ITP score of 500 preferably.
- Excellent interpersonal and communication skills, both written and verbal, in both English and Thai.
- Good organization skills with high attention to detail.
- Ability to maintain confidentiality for sensitive departmental issues.
- Ability to work well under pressure and meet deadlines.
- Strong customer service and interpersonal skills with great team player mindset.
- Proficiency with MS Office applications including Word, Excel, Power Point and Outlook.

Interested candidates who want to apply, please send your updated CV including covering letter, **no later than June 20, 2020 to**

Khun Sinchai Lekwanitchakul, Assessment Account Manager

Email address: SLekwanitchakul@iie.org

Website: www.iie.org

Institute of International Education • Bangkok Office

Maneeya Center North, 6th Floor, 518/3 Ploenchit Rd. Pathumwan • Bangkok 10330

Office: +66(0)2-652-0653 Ext. 115 Mobile: +66(0)87-509-0124, Fax: +66(0)2-652-0633

Only shortlisted candidates will be notified

