

Administrative Officer

The European Chamber of Commerce, Thailand (EABC) is the leading voice for European business in Thailand, with advocacy, recognition and value-add at the core of our mission. We are seeking **an Administrative Officer**. The candidate must be able to complete a wide range of administrative tasks related activities requiring clear communication in coordination with the member and partner of EABC, excellent organizational skills and attention to detail.

Scope of Responsibilities:

1. Office Administration

- Manage day-to-day office operations, including filing, correspondence, and document management.
- Coordinate office supplies, equipment, and service providers to ensure smooth operations.
- Support the preparation of reports, meeting materials, and presentations.
- Handle incoming calls, emails, and general inquiries in a professional manner.

2. Financial & Administrative Support

- Support the processing of invoices, reimbursements, and expense claims in coordination with the finance team.
- Track payments and assist in maintaining accurate financial records.
- Ensure compliance with organisational policies and procedures in administrative processes.
- Coordinate membership applications and renewals, invoicing, and payments.

3. Event & Meeting Support

- Where requested, assist in the logistical preparation and coordination of EABC events.
- Where requested, provide on-site event support, including registration management and logistical coordination.

4. General Support

- Provide administrative assistance to EABC's management team as required.
- Contribute to cross-functional projects and initiatives to support the Chamber's operations and objectives.
- Perform other duties as assigned to support the smooth running of the office.

Qualifications:

- At least a Bachelor's degree in business administration, finance, accounting, accounting or a related field from a leading university in Thailand or abroad;
- Some working experience in the field of business development, marketing, customer relations or other relevant field is an advantage, but new graduates are also considered;
- Excellent knowledge of English, verifiable by previous professional and academic record. Knowledge of other European language(s) is a plus;
- Strong communication and interpersonal skills;
- Able to prioritise and organise own work to meet tight deadlines;
- Keen interest to work in an international environment, working experience in other ASEAN and/or European countries considered a plus.
- Remuneration will be considered depending on the qualifications.

Please submit your resume and a brief cover letter to director@eabc-thailand.org