



Job Announcement

The Konrad-Adenauer-Stiftung (KAS), a German non-profit organization, works nationally and internationally to promote peace, freedom, justice, and prosperity. The consolidation of democracy and the rule of law, the promotion of the European unification, the intensification of transatlantic relations as well as development work and international cooperation are our main focuses worldwide. More than 1,000 employees oversee projects outside of Germany, in over 120 countries worldwide.

The KAS Office in Thailand is recruiting: An Executive Assistant and Office Manager

Responsibilities:

- Assisting KAS' Resident Representative in Thailand for all business requirements on a daily basis with tasks such as arranging appointments, meetings, and business trips, processing expenses/reimbursements, keeping the database of the office up-to-date, doing some basic research for information, etc.
- Preparing all documents et representing KAS during appointments with the Thai administration for the office registration as well as visa, work permit and stay permit matters for foreign employees, under the supervision of the Resident Representative.
- Drafting letters to government agencies, partners and co-partners of the foundation, as assigned.
- Supervising the proper functioning of the office: incoming office deliveries and calls, management of office supplies, maintenance of the library and the office building, communication with the landlord, update of health and safety protocols, coordination with the IT department for IT purchases and installations, etc.
- Ordering office supplies in line with KAS' corporate identity and planning the budget accordingly.
- Managing internships and supervising interns from a logistical perspective.
- Supporting the Resident Representative and the project team before, during or after activities/visits and participating in some official events, workshops, and seminars.
- Preparing and holding presentations or reports, as assigned.
- Translating documents (Thai/English), as assigned.
- Assisting the team with online meetings and social media work.

Required Qualifications, Experiences, Skills:

- Minimum bachelor's degree in social science, human resources management, or other related fields.
- At least 3 years of relevant work experience in office administration. Experience with visa, work permit and stay permit matters for foreign employees will be very appreciated.
- Previous work experience with international NGOs will be an advantage.
- Fluent in Thai and English. Some knowledge in German language is an advantage.
- Good organizational and interpersonal skills as well as service-minded attitude.
- Ability to multitask and prioritize tasks effectively.
- Strong managerial and interpersonal skills, responsibility, teamwork, and flexibility.
- Availability to work off-time and to travel within Thailand (if needed).
- Identification with the background and values of KAS.
- Good knowledge of Microsoft Office. Some knowledge in online meeting systems and designing tools are an advantage.



KAS offers:

- A varied area of responsibility in an international environment.
- A full-time position with a local employment contract under Thai law.
- An appropriate remuneration with regard to the requirements.
- Health insurance and other benefits.

Terms and conditions:

- Start date: as soon as possible.
- Only short-listed candidates will be contacted for interview.

Please send your application in English by **September 30, 2023** (including CV, letter of motivation, scans of certificates, and two references) to: office.thailand@kas.de