

Job Announcement Project Administrative Assistant

The Southeast Asian Fisheries Development Center (SEAFDEC) is looking for a competent person to work as Project Administrative Assistant for the project managing under the JAIF Project. The employment contract is fixed-term starting from 1 October 2018 to 31 July 2019. Work station is at SEAFDEC Secretariat Bangkok, Thailand.

Qualifications:

- Male or Female, Thai or Southeast Asian nationality (must be living in Bangkok)
- Newly graduated students from universities in any field. Or those who have 2-3 years of working experience (will be an advantage)
- Should have good knowledge of English both in speaking and writing
- Should possess computer skills on Microsoft Word, Excel, Powerpoint, etc.
- Must have good communication skills, be results focused, and effectively work with a team

Responsibilities:

- 1) To support the project in general administrative jobs;
- 2) To support in organizing meetings and other related events;
- 3) To support in conducting field surveys and related activities, assisting in general communication, maintaining/providing information;
- 4) To assist the project leader in compiling and preparing materials of meetings and project reports.

For application, please send letter with résumé and university transcript or records to Ms. Saowanee Wanothayarnchai at saowanee@seafdec.org .

Deadline for the application is on 20th September 2018.