

Position Available

Thai Administrative Assistant

Bangkok, Thailand

International Rivers supports communities around the world in protecting their rivers, watersheds and human rights. We work to halt destructive dams and encourage better methods of meeting needs for water, energy and protection from floods.

International Rivers is looking for a Thai Administrative Assistant to work in our Bangkok office four days a week for a total of 32 hours per week. The Thai Administrative Assistant will provide administrative and campaigns support for the implementation of our SE Asia program's work in Thailand and our broader regional agenda. The position's responsibilities includes monitoring hydropower developments; managing information and communications systems; drafting and assisting in the production of documents; participating in the coordination of the work of our regional team and providing it with administrative and other day to day office support. The Thai Administrative Assistant will report to the Southeast Asia Program Director.

The position's primary responsibilities include:

1) Administrative Support

- Provide administrative assistance to program activities,
- Track staff expenses and reimbursements, and submit monthly accounting reports to Berkeley office,
- Manage the Bangkok office, including procuring and purchasing necessary office supplies and equipment,
- Make travel arrangements for Bangkok staff. Help with organizing of meetings and conferences, including securing venues and making travel, food and accommodation arrangements,
- Manage relationships with outside consultants and vendors, including authors, graphic designers, and publishers,
- Other duties as assigned.

2) Campaigns Assistance

- Support the SE Asia team in program implementation,
- Monitor news and information related to hydropower issues in Thailand and in the region,
- Assist with campaigning activities through the production and distribution of public and internal campaigning materials, reports and other documents, as delegated or originated by campaigners, including formatting, distribution of texts and, where appropriate, coordination of printing and translation of documents,
- Assist in the maintenance of the *Save the Mekong* website, www.savethemekong.org

- Encourage and facilitate activism across Thailand by helping to maintain the *Save the Mekong* Facebook account by posting local and international news and encouraging members to be active, <https://www.facebook.com/SaveTheMekong>
- Maintain and update databases of contacts and partners,
- Assist with planning and the preparation of letters and materials for meetings, conferences, and workshops,
- Other duties as assigned.

Skills and Experience Required

- Strong written and verbal communication skills in English and Thai
- At least one year administrative support experience
- Excellent organizational, planning and interpersonal skills, including the ability to work both independently and within a team
- Flexible, self-starter, and strong ability to set priorities, respond to shifting priorities, and manage a variety of time sensitive activities simultaneously
- Commitment to environmental integrity, social justice and the mission of International Rivers
- Excellent computer skills, including Word and Excel
- Strong Attention to detail

Salary and Benefits

Competitive salary and benefits package includes health insurance and excellent vacation and sick leave. Salary dependent on experience.

Application Procedures

Please send an application letter in English with resume and expected salary to jobpostreg@internationalrivers.org by March 20th, 2011, with subject line “Thai Administrative Assistant”.

International Rivers is an equal opportunity employer and encourages applications from all qualified candidates regardless of age, class, disability status, ethnicity, gender, race and sexual orientation.

International Rivers offers a stimulating, casual and flexible work environment.