OFFICE MANAGER for the Lowering Emissions in Asia’s Forests (LEAF) program in Southeast Asia

Effective with the release of this announcement, Winrock International is recruiting applicants for the position of Office Manager for an ongoing USAID-funded regional Sustainable Landscapes program. The program is based in Bangkok, with program activities in Cambodia, Laos, Thailand, Vietnam, Malaysia and Papua New Guinea. The responsibilities, duties, and qualifications are described in the attached position description.

The position is available immediately.

GENERAL:

Winrock International is a nonprofit organization that works with people in the United States and around the world to empower the disadvantaged, increase economic opportunity, and sustain natural resources. By linking local individuals and communities with new ideas and technology, Winrock is increasing long-term productivity, equity, and responsible resource management to benefit the poor and disadvantaged of the world.

SALARY & BENEFITS:

The salary will be commensurate with qualifications and experience. Excellent benefits.

APPLICATIONS:

Applicants should submit a cover letter and resume to winrockjobs@gmail.com, reference “Office Manager” in the title. This announcement will remain open until the position is filled.

Winrock would like to graciously thank all applicants for their interest but only candidates who meet all requisite criteria and are short listed will be contacted.

EEOE/AA.
POSITION DESCRIPTION

POSITION TITLE: Office Manager

LOCATION: Bangkok, Thailand

REPORTS TO: Deputy Chief of Party

PROGRAM SUMMARY:

Winrock International is seeking highly qualified candidates for a new regional program based in Bangkok and with a presence throughout Southeast Asia to achieve meaningful and sustained reduction in greenhouse gas (GHG) emissions from Asia’s forestry-land use sector. The person selected to fill the Office Manager Position will be critical to ensuring the success of the project and will be based in Bangkok, Thailand.

ESSENTIAL RESPONSIBILITIES:

The Office Manager will be responsible for overseeing administrative, operations and human resource functions of the Winrock project office in Bangkok and will provide guidance to Office Managers in the sub-offices throughout the region. He/she will work closely with the project Deputy Chief of Party to ensure the office is organized and functions smoothly, while ensuring project staff, clients, and visitors receive necessary support.

OTHER RESPONSIBILITIES:
- Establish project administrative systems, including human resource management procedures, logistics, vehicle operation and maintenance;
- Ensures human resource management policies and compensation conform to Winrock policies and national laws.
- Facilitate logistics for visitors to the office;
- Runs day to day office management including filing correspondence, logistics support, air tickets, hotel reservation and visa support;
- Assist with accounting functions as required;
- In cooperation with Training Advisor, coordinate meetings and make logistical arrangements for workshops and seminars; and
- Completes other tasks as assigned by supervisor.

QUALIFICATIONS AND BACKGROUND:

Education: Bachelors degree in a relevant field

Work Experience: Three years of relevant experience in office management, project support and/or administration
Experience working with donor-funded projects is an advantage

Demonstrated and proven record to work in a multidisciplinary team

Skills:

Excellent knowledge of Bangkok businesses and services, and ability to identify cost-effective vendors and service providers

Strong organizational skills, as well as excellent interpersonal and oral and written communication skills

Fluency in English

Computer literacy, specifically in Microsoft Word and Excel, is required

Cheerful spirit and willingness to learn are beneficial