



Job Description – Office Manager

Position based in:	Bangkok, Thailand
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Job Responsibilities and Duties:

- Handle general office admin, HR admin matters and sales admin support.
- Coordinate and maintain company's documents and office properties e.g. maintenance of office equipment, purchase office stationary or pantry supplies.
- Handle supplier & office vendor contracts e.g. cleaning, office rental, telecommunications.
- Coordinate accounting tasks with the out-sourced accountant on withholding taxes on purchases, payments, payroll taxes and monthly reporting to authorities.
- Attend to general enquiries from emails and calls.
- Handle postal mails and couriers.
- Coordinate the issue of company assets to new staff - laptop, desk/phone, name cards and stationary. Coordinate return of company assets by resigned staff.
- Support other ad-hoc HR admin matters or social activities (staff birthdays, visitors from other country offices).
- Provide admin support the Sales Account Manager.

Requirements:

- Thai nationality
- At least 7 years in general office admin and accounting. Experienced in calculating withholding taxes on purchases and payments and monthly reporting
- Understand Finance/Accountancy/Tax
- Proficient in MS Office (Word, Excel & PowerPoint)
- Ability to multi-task and work under pressure
- Able to manage a small team
- Able to write and speak English is a must because of coordination work with the Singapore HQ

Other Information:

Location: Bangkok Central (Siam)

Monday to Friday, 5-day work week

Additional Benefits: Private Provident Fund & Healthcare insurance