

**Title:** Office Administrator

**Objective:** To serve the employees, management team and customers of Expat Homes.

**Summary:** This is a professional position critical to the overall success of Expat Homes. This individual will be focused on supporting all areas of the business with organized administrative duties.

**Qualifications:**

- High level of competence in written and spoken English for professional interactions with Westerners
- Strong understanding of Western culture and manners
- High level of competence in written and spoken Thai for professional interactions with Thais
- Strong understanding of Thai culture and manners
- Respectful, polite, and presentable both physically and relationally
- Ability to type in both Thai and English
- Technically competent to use all forms of communication to interact with contacts (email, text messages, Facebook, Line, etc.)
- Ability or willingness to learn MS Office, Google Docs, and property database
- Ability to manage others and capacity for further advancement within the company

**Role & Responsibilities:**

- Receive calls from both Thai and Western contacts
- Oversee the work permit and visa approval process for foreigners on staff
- Handle matters pertaining to immigration (TM-30, etc.)
- General bookkeeping and accounting (entering income and expense receipts)
- Liaise between accounting firm and management team to ensure all monthly, quarterly, and annual reporting are done properly and on time.
- Call Owners to schedule house and condo showing appointments
- Schedule appointments with Google Calendar for others in the company
- Provide general administrative support to all members of the company
- Translate documents from Thai to English and from English to Thai
- Oversee the office (supplies, cleaning, repairs, etc.)

**Company Structure:** Reporting directly to the General Manager and working in coordination with the rest of the staff

**Location:** Home office located at 108/5 Moo 1, T. Nong Kwai A. Hang Dong Chiang Mai 50100

**Time:** Full-time – typically Monday through Friday 8:30 a.m. to 5:00 p.m.

**Equipment:** A computer and phone will be provided by the employer

**Additional Benefits:** Social security, health insurance, savings/retirement plan, Friday team lunches, quarterly family dinners, professional development (English training, computer training, etc.), personal development (family and marriage training, financial management training etc.)