



## PROFESSIONAL JOB DESCRIPTION

Full time

POSITION TITLE: Human Resource officer and PA to the Executive Director

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### ESSENTIAL FUNCTIONS:

The Human Resource officer and PA to Executive Director and will assist the Executive Director and Thai Director with the following:

- Manage HR system including data input, checking time, manage overtime report.
- Prepare necessary documents new employees including social security documents, contracts.
- Prepare and collect documents for submission to the government agencies.
- Organize meetings and ensure that Director is well prepared for those meetings, preparing agendas, pre-meeting briefings and meeting papers.
- Produce documents, briefing papers, reports and presentations for the Director.
- Liaise with internal departments and external agencies.
- Maintaining confidentiality and handle sensitive issues with integrity.

### QUALIFICATIONS MANDATORY:

- Bachelor's degree or higher in Business Management or related field
- Experience in Human Resource would be an advantage but willing to learn is preferable
- Ability to effectively use Microsoft Office tools (PowerPoint, Excel and Word)
- Good in oral and written English communication.
- Strong personnel management skills. Service mind
- Ability to solve the problems and ability to work under pressure
- Handle sensitive and complex issues in a professional and objective manner.

- Self-motivated and responsible
- Time and resource management skills.

## REQUIREMENTS

- Validate all qualifications and work experience
- All criminal record check (s) according to residence history
- Satisfactory Thai Police Record Check

## SUPERVISION

- The human resource and PA to the Executive Director is supervised by the Executive Director and Thai Director

## How to Apply

Please submit your full resume, confirmation of identity (national ID card/ passport/ driving license) and three references to

Dr. Kannika Leelapanyalert by email: [kaleelapanyalert@berkeley.ac.th](mailto:kaleelapanyalert@berkeley.ac.th)