



## **Job Description for Experienced Office Administration**

Innovation Cooperation Center (Bangkok) Chinese Academy of Sciences (CAS ICCB), is the first CAS overseas organization promoting global science, technology and innovation in the scope of achievements commercialization devoting as a major deployment answering the call of ASEAN Development, Thailand Eastern Economic Corridor for Innovation and the main battlefield for the national economy under the support of the Belt and Road Initiative. We will promote the high-end tech based Chinese companies and the affiliated enterprises of Chinese Academy of Sciences, research institutes and universities step abroad and deepen the integration of ASEAN economies in the perspective of commercialization of national technology, industries in ASEAN region. We will intensify the cooperation in terms of ASEAN countries culture and high-skilled technical talents exchange and provide technique and policy advices to support the regional economic development and industrial upgrading and make contribution to the construction of China-ASEAN innovation community.

CAS ICCB Thailand now has the office administration job opening. If you enjoy working in an environment that spans across different cultures and develops people both personally and professionally, please send in your application and current resume bilingual to [xuanli@casiccb.com](mailto:xuanli@casiccb.com), and cc: [jwwang@casiccb.com](mailto:jwwang@casiccb.com)

<b>Position Title:</b>	<b>Office Administration, Thailand</b>
Manager:	Executive Director, Growth Markets
Working Location:	Bangkok, Thailand
Working Time:	Monday to Friday, 08:30-16:30
Salary:	Discuss in person
Address:	90 CW Tower, Building B, 23rd Floor, room No. B2301-02, Ratchadapisek Rd., Huai Khwang, BKK
Tel:	+66(0)877683168, +66(0)938088988

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### ***Job Scope and Responsibilities:***

CAS ICCB Thailand are looking the Office Administration to work closely with ED, Growth Markets, ELT, senior leaders and CAS ICCB Thailand colleagues in sales, marketing and editorial to lead government/non-government stakeholder engagement for the organization across businesses in Thailand. This position covers a broad range of Thailand organizations, including government ministries, bodies, research institutions, leading enterprises of Thailand and universities, and relevant state-affiliated entities engaged in marketing-oriented and policy development and funding in scientific research, higher education and training and employment areas. The successful candidate should be primarily focused on:



- Answering incoming calls; taking messages and re-directing calls as required
- Dealing with email enquiries
- Taking minutes
- Diary management and arranging appointments, booking meeting rooms and conference facilities
- Data entry ( STI project lists, internal and external property listings etc.)
- General office management such as dealing with internal documents
- Organizing travel and accommodation for staff and customers
- Arranging both internal and external events
- Possibly maintaining the company social media accounts
- Providing administration support to Director, Executive Director and Senior Management.
- Interaction with government, funder, academic and media representatives.
- Management of internal and external communications regarding business in Thailand.
- Contribute to development of new business opportunities.
- Mobilization of society partners and STI relationships, where appropriate.
- Coordination with third party entities (trade associations etc.).

***Preferred Qualifications:***

- The ideal candidate should hold a university degree, and acquired at least 5-7 years' experience working in government, leading enterprises or senior project officer function
- Has existing network of government and industrial relationships
- Deep understanding of workings, processes, procedures, protocol of local business
- Effective public speaking skills, a good networker
- High level of spoken and written English and Thai Native
- Self-motivated, business-oriented, good communication, interpersonal and negotiation skills.