

## **Innovative Human Rights NGO Seeks Part-time Administrative assistant in Bangkok, Thailand**

### **About Us**

Asylum Access is a leading refugee human rights organization headquartered in Oakland, CA with substantial operations in three countries plus partnerships in additional countries across Africa, Asia, and Latin America. Asylum Access is the only global organization working to make human rights a reality for refugees in first countries of refuge. Asylum Access envisions a world where refugees are seen as people with rights, not just people with needs. Asylum Access believes that by empowering refugees to assert their human rights, we can create effective, lasting solutions for refugees around the world.

Founded in 2007, Asylum Access Thailand (AAT) is a non-governmental organization and forms part of the Asylum Access family. We work to make human rights a reality for refugees and continue to strengthen access to existing protection mechanisms through direct legal assistance, information dissemination and community legal empowerment (CLE) programs for our refugee clients. We believe all refugees deserve a fair chance at a new life. Since most refugees cannot go home and very few are resettled, we find ways to help refugees live safely, move freely, work and attend school while they are in Thailand because when refugees can begin rebuilding their lives, communities thrive.

### **Position Description**

The Part-time Administrative Assistant is a member of the Operations Department. S/He will assist the Operations Coordinators to implementation of AAT's operations and financial management.

### **Key Responsibilities**

- Provide support to HRs and Operations related documentation filing system
- Maintain Monthly financial files and ensure all documents are scanned and uploaded systematically.
- Assist to go to the banks and document delivery
- Manage bill payment and assist for the payment transportation and food in the training/workshops.
- Assist to prepare the paperwork related to work permit and visa application, and accompany with foreign staff/volunteers to the Department of Employment and Bangkok Immigration occasionally.
- Provide support to office supplies purchasing and maintenance
- Perform other related duties as required

### **Minimum Qualifications**

- Bachelor's Degree/Diploma in Business Administration or related field;
- One year of working experience in administration (recent graduates are welcome);
- Experience working in human rights or refugee related field would be an advantage;
- Fluent in Thai (oral and written);
- Intermediate English language skills (oral and written);
- Detail oriented and highly organized;
- Intermediate working knowledge of Google Suite (Gmail, Sheets, Docs, Calendar) and MS Office.

### **Hours and Location of Work**

The Administrative Assistant is a part-time position based in our offices in Bangkok, Thailand. The time commitment is three days per week that will be arranged with the supervisor.

### **Compensation**

Position comes with a competitive nonprofit salary. The salary is 15,000 THB.

### **Application Instructions**

Send your resume, cover letter and a concise writing sample with the subject line "**AAT Part-time Administrative Assistant**" to [apply@asylumaccess.org](mailto:apply@asylumaccess.org). In your cover letter, please describe your reasons for applying, relevant qualifications, and how you learned about the position.

Only short-listed candidates will be contacted for an interview.

*Asylum Access is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. For more information about our organization, visit [www.asylumaccess.org](http://www.asylumaccess.org)*