



The

German-Southeast Asian Center of Excellence for Public Policy and Good Government (CPG)

invites applications for the position of a

Office Manager & Head of Language Department (full time)

CPG is an academic institute and think tank engaged in the field of public law, good governance, and international relations formed by Thammasat University in Thailand and the German Universities of Münster and Frankfurt. With a regional scope and interdisciplinary approach, we are active in teaching and research, consultancy and professional training addressing a wide variety of stakeholders.

To reinforce our team, we are now seeking qualified candidates interested in working at our main office at Thammasat University's Faculty of Law, in Bangkok.

Job description

The primary responsibility is to manage the flow of CPG's internal and external accounting management, as well as the language center.

Functions may include but are not limited to the following

- General oversight of the office operations, including tasks such as:
 - internal and external accounting management,
 - management of office's budgets,
 - salary payment, domestic and international transactions,
 - purchasing office supplies and equipment and maintaining adequate stock levels,
 - employees' social security fund,
 - implementing and maintaining procedures/office administrative systems.

- Managing the German Language Center as its Head, including tasks such as:
 - outreach & advertising the language programs,
 - organizing class schedule & communicating with teachers and students,
 - conducting evaluation,
 - management of budgets.

Salary

790 Euro

Requirements

- Related work experience
- Good command of written and spoken English and Thai
- Effective communications skills and experience and judgment to plan and accomplish goals
- Good computer skills
- The ability to work as a team member and under tight deadlines
- Flexibility, versatility, initiative, proactivity, diplomacy, and enthusiasm

Applications shall comprise

- a cover letter setting out briefly the candidate's motivation and suitability for the position,
- a CV **with a photo picture** not older than three years,
- a copy of university degree,
- a copy of relevant work certificates (if applicable), and
- a recommendation letter (if available).

Offering an opportunity to work in an **international and high-performing, dynamic team** with a broad variety of tasks and interesting people to work with we care are about a **nice working atmosphere** among our team. The culture at the workplace is a blend of Thai and German. We do not expect perfect performance from the start and offer a **competitive salary** according to Thai standards and a **generous vacation policy**.

Interested applicants are invited to send the application documents by email to: careers@cpg-online.de.