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|  | **Job Code:** | 70483 |
| **Job Title:** | Administrator, SE Asia |
| **Role Designation:** | Administrator |
| **Std Hours:** | 35 |
| **Layer:** | Individual Contributor |

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| **Location & Travel** |
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| Locations |
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| Bangkok, Thailand |

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| Travel |
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| No Travel Required |

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| **Reports to: Direct Supervisor (Title)** |
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| Assessment Account Manager |

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| **Reports to: Matrix Supervisor - (Title)** |
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| **Role Summary** |
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| This position provides administrative, clerical, facilities and/or operational support work for the Functional Unit including management team members. The position performs work which supports the daily office operations and consists of a variety of tasks, processes or operations. |

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| **Essential Functions** |
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| • Serves as the first point-of-contact for all communications for the Functional Unit management team. Responds to phone and email inquiries and escalates non-standard issues as needed. Acts as departmental point of contact for internal stakeholders and external clients. Duties may include new hire set up, inspecting office space, corresponding with building facilities staff, and addressing regular maintenance. |
| • Administers payment requests and invoices for the Functional Unit. Duties may include scheduling payments, assisting with the creation of budgets, initiating payments to vendors, recommending associated best practices, and processing payments made to the office/department. |
| • Performs administrative tasks related to travel management and Concur support for new hires. Duties may include maintaining organizational systems, associated profiles, and necessary orientation for new team members. |
| • Serves as primary back up to Office Services Assistants. Duties may include meeting space, and/or tech support, providing general office support and serving as mailroom and reception back up. |
| • Other tasks as assigned by supervisors. |

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| **IIE Job Dimensions** |
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| Decision Making |
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| A. Follows specific and well-defined instructions, policies and operating procedures to perform its work assignments. Makes limited decisions in carrying out work tasks which are repetitive and directly related. |

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| Financial Management |
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| B. Makes routine payments (i.e. participants, partners), handles mini-procurements and makes low-cost expenditures with appropriate supervisory approval. |

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| Interactions/Types of Contacts |
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| B. Regularly interacts with team members both within and outside of their department. Has infrequent contact outside IIE, including but not limited to clients, participants, and partners in carrying out their work assignments. |

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| Interactions/Purpose of Contact |
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| A. Exchanges general information in carrying out work assignments and/or acts as a liaison (i.e. arranges and schedules meetings). Interactions with others are primarily informative in nature. |

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| Focus of Work |
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| A. Work focuses primarily on executing specific work tasks in support of departmental goals. |

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| People Management |
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| A. Does not provide work guidance or direction to team members. |

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| Work Requirements/Formal Education |
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| D. Requires a Bachelor’s degree in order to apply a working knowledge of the theories and principles in a specialized field or work discipline. |

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| Work Requirements/Work Experience |
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| A. Requires no prior related work experience. |

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| Level of Knowledge |
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| B. Requires a basic application of a specialized body of knowledge. At this level of competency, a team member is required to apply knowledge in carrying out work assignments. |

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| **Other Knowledge, Skills, and Abilities** |
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| • Must possess minimum TOEFL ITP score of 500. |
| • Excellent interpersonal and communication skills, both written and verbal, in both English and Thai. |
| • Good organization skills with high attention to detail. |
| • Ability to maintain confidentiality for sensitive departmental issues. |
| • Ability to work well under pressure and meet deadlines. |
| • Strong customer service and interpersonal skills. |
| • Proficiency with MS Office applications including Word, Excel, Power Point and Outlook |

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| **Work Conditions & Physical Demands** |
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| **Essential functions are performed in a general office setting with low noise**. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other team members and external stakeholders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |

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| **EEO** |
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| IIE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. |

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| **Disclaimer** |
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| This document is not an exhaustive list of all functions that the incumbent is expected to perform, but is instead a summary of the primary responsibilities and requirements of the job. The incumbent may be asked to perform duties not included in this job description. IIE reserves the right to revise job descriptions at any time based on changes to the required job responsibilities. Team members will be informed of any changes to their job responsibilities. |

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