



CHULALONGKORN UNIVERSITY

The Petroleum Geoscience Program at Chulalongkorn University invites applicants for one (1)

SENIOR ADMINISTRATIVE ASSISTANT

Qualifications:

- Thai Nationality
- Bachelor / Master Degree in Administration / Management / or a related field
- Fluency in English with a TOEIC test score of 600 or better
- Fluency in Microsoft office and Internet
- 5 years of related working experience
- Able to communicate and coordinate operations
- Able to work independently to complete assigned tasks
- Experiences in purchasing supplies and equipment
- Experiences in immigration services e.g. visa, work permit and etc.

Job Description:

- Administration and operation of the Program using English as the main communication medium.
- Coordination between departments within the University.
- Coordination of private enterprises supporting the program, including Chevron Thailand Exploration and Production Co. and PTT Exploration and Production Public Company Limited
- Completing all required paperwork
- Procuring equipment / supplies as required
- Preparing an annual budget and overseeing the Program's accounts, including preparing a yearly report
- Preparing documents related to visa, work permit and tax refund for expat lecturers
- Coordinating with all organizations involved with the program
- Communicating and providing facilities for guest lecturers
- Supporting any other requirements of the Program staff members and students

Application Procedure

Please submit a letter of interest plus a Curriculum Vitae and the names, contact addresses and e-mail addresses of 2 referees to Kallayanee Hutachitta, Petroleum Geoscience Program, Chulalongkorn University, by e-mail at: **kall.p0930@gmail.com**. The application period is on **August 21 – September 8, 2017**. An interview will be held on September 11 – 15, 2017.

Please visit cupetrogeoscience.com for more information about the Chulalongkorn University Petroleum Geoscience Program.