

Position Title:	Office Support and Accounts Officer
Organisation:	The Australian Chamber of Commerce Thailand
Employment Status:	Full Time
Minimum Qualifications:	Degree in accounting or related field Microsoft Word, Excel, Outlook, PowerPoint
Reports To:	Senior Operations and Office Manager
Work location:	20th Floor, Unit 203, Thai CC Tower, 889 South Sathorn Road, Yannawa, Sathorn, Bangkok 10120 Thailand
Application closing date:	9am Wednesday 26 November 2014 Send applications to chanakarn@austchamthailand.com For further enquiries please phone: 08 6399 2869

Organisational Description:

AustCham is above all a Business chamber. We focus primarily on Australian businesses in Thailand and Thai businesses with an interest in Australia. That is not say that we are exclusively Australian, Thai or anything else. Australia as a nation prides itself on being inclusive and welcoming. AustCham embraces these values so membership is open to any business or individual with an interest in Australia-Thai commerce.

One of the greatest values of a business chamber is its ability to make Connections. AustCham is one of the best in Thailand. Our monthly business networking events are legendary, routinely bringing together around 300 executives at some of the best locations in town. Our website also helps businesses and business people connect, whether it be through our membership directory, member-to-member special offers, 'ask a business question' forum or our business referral service. We also administer the Australian-Alumni program which brings together individuals who have studied in Australia.

AustCham also has a valuable community role. We are a focal point for the Australian (and broader) expatriate community in Thailand and an important bridge into the Thai community. We run an active community services program which contributes to a range of social and charitable programs in Thailand.

The Position

We are seeking someone who likes working with numbers as well as people. You could be a recent graduate in accounting or an accountant looking for more customer interaction.

Duties fall into two main categories:

1. **Updating and maintaining the Chamber's financial records and accounts.** This requires excellent attention-to-detail in entering data into AustCham's accounting system, issuing receipts and invoices, taking and reconciling payments; and
2. **Providing general administration,** including maintaining the Chambers members databases, answering incoming telephone calls, greeting customers at AustCham's reception and assisting AustCham customers with day-to-day matters; and
3. **Administering AustCham events,** including event bookings, name badges and event databases; and
4. Assist in all other areas of the Chambers administration

The Office Support and Accounts Officer will often be the first point of contact for AustCham members and friends when they deal with the Chamber. As such, we are looking for a person who can make the right impression, communicate effectively in English and Thai and provide excellent customer service.