General Administrative Intern

Job grade:	n/a
Job code:	n/a
Report to:	HR & Engagement Manager
Manages:	n/a
Department:	Human Resources
Profit centre:	AATC Bangkok
Revision date:	August 2019

Duties in Respect of CMS:
- Administration
- Health and Safety

Overview

The AATC Genera Administrative Intern will act as the point of contact for all employees, providing administrative support and managing their queries. Main duties include preparing regular reports and organizing company records in the most effective and efficient manner in accordance with company policies and procedures.

Main activities and Job Functions

- Maintain and update company databases
- Organize a filing system for important company document
- Update company policies as needed
- Maintain a company calendar and schedule appointments
- Prepare reports and presentations with statistical data, as assigned
- Schedule in-house and external events, as assigned

Experience, Knowledge and Skills Required

- Proficiency in basic business applications such as Microsoft Office
- Must be able to work collaboratively with all colleagues
- Problem-solving abilities
- Detail oriented
- Work well under deadlines

NOTE: This job description is not intended to be all-inclusive. It is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role. The employee may perform other related duties as required negotiated to meet the ongoing needs of the organisation.

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