

THAI NIPPON STEEL & SUMIKIN ENGINEERING & CONSTRUCTION CORP., LTD.

To : Training & PR Section	Date of request : 31 Jul 2018
-----------------------------------	--------------------------------------

Job Vacancy Advertising

Division : Brown Field	Section : 703-Offshore Service
Position : Admin Officer	Employment Type : Permanent
Number of request : 1 Person(s)	Prepared by : Ms.Kingkarn R.

Responsibilities

- Prepare and request manpower from inter and external.
- Prepare Medical Checkup.
- Prepare / request transportation / Air Ticket / LOI / VISA / Hotel.
- Prepare / request advance money / offshore allowance.
- Prepare Sign in and Sign off / Timesheet.
- Request offshore Safety Training.
- Personnel Database record and update.
- Work order / Invoice and DPS.

Qualifications:

- Bachelor's Degree in administration or related field
- Good communication skills in English writing and speaking.
- Able to use Microsoft office program.
- At least 3-5 years experience
- High computer literacy especially Microsoft Excel.
- Skill in organizing and coordinating.
- Good communication skills with the ability to form and maintain good relationships internally and externally.
- Ability to work well under pressure.
- Can work overtime including Saturday - Sunday or public holiday

Location: Bangpakong, Chachoensao