

Program Assistant

The Ph.D. Program in Logistics and Engineering Management, Department of Industrial Engineering, Faculty of Engineering, Mahidol University is looking for a qualified staff to work as its Program Assistant. Compensation will be negotiable based on the qualifications and experience.

Job responsibilities:

- Perform administrative jobs including clerical works, materials management, budgeting and report, academic services and supports, and prepare project document for Program activities.
- Do secretarial jobs including draft letters, take minutes, prepare documents for meeting, and others.
- Answer questions regarding the Program from current and prospective students, faculty members, visiting faculty members and others.
- Coordinate with other staff within the Department, Faculty, Graduate School, University, and outside organizations both in Thailand and abroad.
- Do other activities as per assigned by the Program Director.

Qualifications:

- Bachelor's Degree in any field
- Good command of written and spoken English
- Must be able to work independently and interact with people
- Detailed and careful with paperwork
- Proficiency in Ms Office Word, Excel and Power Point
- An experience as Secretary and Administrative Officer would be an advantage

Criteria: Written exam and interview.

Contact: Interested candidates, please send application letter together with CV and transcripts to Department of Industrial Engineering, Faculty of Engineering, Mahidol University, Tel. 02-889-2138 ext.6201-4

The Deadline for application is 23 September 2011