



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream Foundation in Chiang Mai, Thailand is seeking an ambitious

## **Human Resources Administrator (Visa and Work Permit Support)**

Together as a team, we at Child's Dream are here to empower people in the Mekong Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our Regional Human Resources Team needs your support with personnel-related administrative and legal tasks.

### **Your duties and responsibilities include but are not limited to:**

#### ***Support of visa and work permit process for our foreign employees and volunteers:***

- Prepare all documents for visa and work permit application and renewal for new and existing employees and volunteers
- Lead the visa and work permit application and renewal process until successful conclusion
- Cancel visa and work permit for leaving employees and volunteers
- Keep yourself updated about the change in rules and regulations
- Advice and answer all questions about visa and work permit processes, regulations and requirements to our employees and volunteers
- Maintain a good relationship with the labor department and immigration officers
- Other visa and work-permit related administrative tasks

#### ***Support of payroll and other government related and legal HR tasks:***

- Assist payroll by providing relevant employee-related information (e.g. social security contribution, personal income tax deduction, etc.)
- Apply for Tax ID's for employees and volunteers and manage personal income tax payments, and other related tasks (e.g. yearly tax filing for foreigners)
- Register new employees for social security and cancel social security for leaving employees
- File annual compensation fund report and arrange annual payment
- Prepare and submit annual employment status report
- Support the compliance of our organisation with the Thai labour law

#### ***Other administrative personnel-related tasks***

- Administrative support of various other HR processes

**We are seeking for someone who meets the following criteria:**

***Education and work experience:***

- Diploma in Human Resources, business administration or related field
- At least 3 years of work experience in relevant role
- Knowledge of visa and work permit process, regulations and requirements are added advantage
- Knowledge about labor law, social security scheme and personal income tax system in Thailand

***Soft skills:***

- Excellent organisational skills and prioritisation according to urgency and importance of tasks and issues
- Great attention to detail, a critical mind and problem solving skills
- Service-minded person with strong interpersonal skills who likes to support and interact with employees in all personnel-related matters
- Positive attitude, open-mind, and being approachable
- Strong cross-cultural verbal and written communication skills
- Strong team player, willingness to learn and take over new or additional tasks

***Language skills:***

- Native Thai language skills
- Good command over English written and verbal skills

***Hard skills:***

- Solid IT skills (MS Word, Excel, Power point, E-mail)

***Travel requirements:***

- A driving license

**What we offer:**

- Full-time position in our office in Chiang Mai with an unlimited contract
- Multicultural working environment with a team of more than 10 nationalities.
- Working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- A salary of THB 20,000 - THB 30,000 per month plus monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to [logan@childsdream.org](mailto:logan@childsdream.org) until 22<sup>nd</sup> November 2022.

We will confirm that we have received your application and get in contact with you again if you are selected for an interview. Interviews will be done on a rolling basis.

*Chiang Mai, 1<sup>st</sup> November 2022*