

RIS Swiss Section – Deutschsprachige Schule Bangkok is recognised by Switzerland and Germany as a government-approved school abroad, with students and teachers from different nationalities. The teaching program covers the entire range from pre-kindergarten to the bilingual Swiss Matura, with around 300 students and 45 teachers.

For **an immediate start or asap**, we are looking for:

## HR Administrator

Tasks:

- Contact new hires, inquire and manage relevant documents before and after their arrival
- Assist new teachers with the acquisition of teaching licences, work permits and visas
- Coordinate pertinent information and documents for local and foreign hires with our mother school
- Organise and maintain personnel records, including HR manual for foreign and local employees
- Prepare job postings, job descriptions and contracts when required, also for the contract renewals
- Support new foreign teachers with their moving, finding accommodation etc.
- Answer employees' queries about HR-related issues
- Update internal databases

Requirements:

- Thai national
- Several years of professional experience, ideally as an HR Administrator or HR Assistant
- Very good oral and written command of German, English and Thai language
- Bachelor's degree - ideally with a focus on human resources or business administration
- Excellent computer literacy (MS365)
- Willingness to quickly familiarise with school and educational topics
- Independence, good problem-solving skills
- Commitment (partly even outside of normal working hours)
- Team player and excellent communication skills
- Good perception, flexibility and excellent organisational skills, with an ability to prioritise important projects
- Thorough knowledge of labour laws

We offer an exciting international working environment in a motivated administration team with a competitive salary.

For more information, please visit our website at [www.ris-swiss-section.org](http://www.ris-swiss-section.org). Your CV with cover letter, photo, diplomas, work certificates and references should be sent to [applications@ris-swiss-section.org](mailto:applications@ris-swiss-section.org) by **15 March 2024**. For further information, please email the Head of Administration, Mrs Patrizia Aydin ([p.aydin@ris-swiss-section.org](mailto:p.aydin@ris-swiss-section.org)).

AFFILIATED WITH RIS 

6/1 Ramkhamhaeng 184 Road, Minburi, Bangkok 10510, Thailand, Tel: +66 (0) 2026 6648 Fax: +66 (0) 2518 0341  
Email: [admin@ris-swiss-section.org](mailto:admin@ris-swiss-section.org) - Website: [www.ris-swiss-section.org](http://www.ris-swiss-section.org)