



WE'RE  
HIRING!

## OFFICE MANAGER (OPERATIONS ASSISTANT)

JOIN OUR  
INTERNATIONAL  
TEAM & GROW  
WITH US!



LOCATION  
KOH PHANGAN



START DATE  
IMMEDIATE



WORKING HOURS  
MON-SAT  
8:30 AM – 4:30 PM



ACCOMMODATION  
AVAILABLE  
(OPTIONAL)



TRANSPORTATION  
SUPPORT



WORK WITH  
AN INTERNATIONAL  
TEAM



WORK WITH CHILDREN  
IN A NATURE-BASED  
ENVIRONMENT

### REQUIREMENTS

- ✓ Good English communication skills
- ✓ Previous office / administrative experience
- ✓ Accounting experience is an advantage
- ✓ Available to start immediately (preferred)
- ✓ Organized, responsible and detail-oriented
- ✓ Good computer skills (MS Office, Google, etc.)
- ✓ A team player with a positive attitude

### KEY RESPONSIBILITIES

- ✓ Provide administrative support and assist with daily operations
- ✓ Handle office tasks and communication
- ✓ Record and manage company income and expenses
- ✓ Prepare simple financial reports
- ✓ Coordinate with staff, suppliers, guests and service providers
- ✓ Assist in various tasks as assigned
- ✓ Support the smooth running of camp operations

APPLY NOW!

JOIN OUR TEAM AND  
MAKE A DIFFERENCE!



SEND YOUR CV & INTRODUCTION TO:

WHATSAPP: +66 62 430 5312

WE VALUE HONESTY, LOYALTY  
AND TEAMWORK