

Position Vacancy Announcement for Secretariat Post

Asian Transportation Research Society (ATRANS), a non-profitable and a licensed research institution, established in 2007 is interested in hiring **a full-time secretary /coordinating secretary for the line of duty to follow up ATRANS meeting, its research projects and other academic activities.**

JOB DESCRIPTION (an interested applicant must read these carefully)

Responsibilities include: answering phone and taking messages, greeting ATRANS members and visitors, preparing corresponding letters, developing meeting agendas, taking meeting minutes, **following up the ATRANS meetings and its research projects as well as its academic activities with always updating its accounting and expenditures, coordinating with governmental offices and private firms, handling and coordinating hotel contract for ATRANS members' accommodation and ATRANS conference events,** updating ATRANS annual calendars, developing ATRANS publicity and Newsletter, etc., performing basic purchasing duties, organizing and maintaining files and office supplies, and assisting the staff and the ATRANS' member as needed.

Required abilities: operates office equipment including copy machines, scanners, computers, etc.; knowledge of and experience in using various software packages including, but not limited to, MS Word, MS PowerPoint, Excel, Photoshop, Illustrator, PageMaker, etc.; ability to navigate the internet and manage email and website; experience in and ability to deal with confidential information requiring discretion and tact as well as ability to understand the nature works of organization and research works.

Working hour: the working time will be from Monday through Friday, 09:00 – 17:00. In some cases, working overtime is occasionally needed.

Salary will be determined commensurate with education and experience, starting from THB20,000 (negotiable).

Employee's benefits: Social insurance/security, expenditure incurs as results of furthering ATRANS businesses including travel, accommodation and telecommunication expenses and the likes can be reimbursed, pursuant to ATRANS budgetary policy. No working during Christmas until New Year.

Requirements include: University graduate with experiences in strong English writing and correspondence, intelligent telephone and communication skills; excellent organizational skills and so forth.

An applicant who has: an intelligent English communicative skill, a diligently habit to work in a hectic and vacate times, a sense of humor, a humbly and friendly personality, a challenging habit to learn and work in any working environment is most welcome.

Note that an applicant must be able to understand the nature of ATRANS research and its academic activities prior to applying to this post which those information can be found at www.atransociety.com

How to apply: Interested individuals should prepare -

- 1) a cover letter explaining why you are interested in this position and your key qualifications including requested salary;
- 2) a filled in application or scanned application form (see application form attached);
- 3) a resume with current picture, birthday, age, education, working experience, ability to drive a car, hobby/activity, award (if any) reference, etc., contact address, telephone number and e-mail;
- 4) one or two letters of recommendation;
- 5) send the above documents to Dr. Tuenjai Fukuda via e-mail at noynoifukuda99@gmail.com and noynoi@atransociety.com or post to Dr. Tuenjai Fukuda, Asian Transportation Research Society, 902/1, 9th Floor, Glas Haus Building, Soi Sukhumvit 25, Klongtoey-nua, Wattana, Bangkok 10900, no later than 31 October 2011. Please refer to “Secretariat post” in the heading. Only successful candidates will be contacted.

Process of Job Interview

Successful candidates/applicants will be informed by 10 November 2011.

Interviews will be carried out during 24 - 25 November 2011.

Enquiries on this post: informal queries can be directed to Dr. Tuenjai Fukuda, Secretary-General at noynoifukuda99@gmail.com and noynoi@atransociety.com Phone: 081-619-1178.