

## **Job Position : People & Culture Data & Administration Coordinator**

### **PURPOSE OF POSITION**

This role coordinates the daily operation of WVFT's Human Resource Information System and key P&C administrative tasks. Reporting to the P&C Manager, this role acts as the focal point for the HRIS in the P&C team, and plays a major role in ensuring data is accurately inputted, maintained and workforce reports created. The role also facilitates medical and health benefit processes, work visa and work permit access for non-Thai staff, and provides ongoing administrative support across the whole P&C team.

### **MAJOR RESPONSIBILITIES**

1. Human Resource Information System (HRIS) and Data. Ensure:

- Employee data is maintained in the HRIS and changes made as required (new staff added, promotions, exits, migration of data to new systems)
- Reports on employee data are generated as required
- Advice , training and support is provided to managers/staff about using the HRIS
- Collation and analysis of exit interview data is conducted and reports provided
- Collaboration and coordination with the Regional Office for HRIS matters

2. Health and Medical Benefits. Ensure:

- Staff Medical expenses are properly reimbursed in a timely manner
- Liaise with Procurement each year to secure best medical benefits package for all staff
- Liaise with Insurance company for annual insurance claim report
- Arrange for annual health check up for all staff

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3. Visas and work-permits. Ensure:

- All non-Thai employees gain visas and work-permits
- Strong relationships with relevant Thai government agencies are maintained

4. Administration support for P&C: Ensure:

- Recruitment administration is completed working in close collaboration with the Talent Acquisition Specialist
- Other critical administration tasks are carried out as required by the P&C Manager
- Strong collaboration with P&C team members

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Graduate qualification and/or professional qualification in HR, Business or IT
2. Experience of managing, operating and/or working with HRIS software, preferably in an international organisation
3. Proven track record working with IT systems and applications to store and manage data and generate reports
4. Sound understanding of Thai laws/regulations in relation to work visaa and permits
5. Demonstrated attention to detail and problem solving
6. Demonstrated ability to work effectively as part of a team
7. Demonstrated ability to build and maintain positive relationships with internal and external stakeholders through effective inter-personal skills, communication

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หรือที่ : <https://www.worldvision.or.th/page/workwithus.html>



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