

South East Asia Regional Office
Suite #303 MBE Desa Sri Hartamas
No. 30G, Jalan 25/70 A
50480 Kuala Lumpur, Malaysia
T: +60 (0) 3620 11148
E: southeastasia@proforest.net
W: www.proforest.net

Job Opportunity

Office Manager

Proforest is seeking an organised, dedicated and experienced Office Manager to oversee the daily office operations of its Southeast Asia Regional Office.

About Proforest

Proforest is a dynamic non-profit organisation with global presence that has established itself as a leader in the development and implementation of sustainable production and sourcing of natural resources. We work at every stage of the supply chain, from production and processing, through to purchasing and investment and focus on the opportunities for conservation and social benefits within the production landscape. More information on Proforest is available at www.proforest.net

Position summary

This position is an exciting opportunity to take responsibility for providing effective day-to-day finance and administrative support to a busy and growing team in our Southeast Asia office. Based in Kuala Lumpur, Malaysia, the post will involve management of office administration and provision of Finance, HR and IT support.

The Office Manager should be an independent, motivated and well-organised person with high attention to quality and detail in order to effectively manage office and finance systems and carry out all administrative activities to ensure the smooth running of the regional office. Proforest is a growing organisation and therefore requires a dynamic and adaptive individual who can manage conflicting priorities.

Responsibilities

Office Administration and Maintenance

- Manage all day-to-day administrative/reception tasks to ensure an efficient front office
- Organise internal and external meetings, conferences and workshops
- Liaise closely with other Proforest offices and particularly the UK office
- Support staff with travel arrangements and logistics (bookings, visa applications, invitation letters)
- Implement office and finance management systems to be compliant with Proforest Group systems, policies and procedures
- Manage contracts and relationship with service providers (office lease, insurance, cleaning, utilities, etc.)
- Arrange supplies of stationery and other office consumables, and ensure maintenance of equipment
- Organise layout of office space

Health and Safety

- Monitor Travel Alerts and provide travel risk information to Proforest staff
- Implement office health and safety procedures and ensure they are observed
- Carry out risk assessments (workstation, fire risk)

Finance

- Manage office finance budget and financial resources (basic book-keeping, office expenditures, financial reporting)
- Ensure compliance with Group Finance procedures and provide accurate and timely financial reporting to the Group Finance department
- Provide support for year-end audit
- Co-ordinate statutory reporting

Human Resources and IT

- Support recruitment and induction process for new staff
- Ensure staff absence records are up to date
- Maintain IT and communication technology (laptops, phone/conferencing systems)
- Help staff with resolving IT issues
- Maintain payroll files

The successful applicant will be expected to carry out other tasks that may be assigned by the Proforest directors or his/her line manager as may be required.

Qualifications, Experience, Skills

Essential

- At least a basic university degree and/or an equivalent recognised professional qualification in a relevant discipline (e.g. business administration, accounting, financial management, etc.)
- Min. 2 years' experience in a similar role (office administration/management, finance administration)
- Good understanding of accounting rules and experience in bookkeeping as well as financial reporting
- Computer literacy, in particular very good MS Excel skills
- Fluency in English and Bahasa Malaysia

Desirable

- Good time-management and organisational abilities
- Experience in organising meetings and travel logistics
- High level of accuracy and attention to detail
- Highly developed interpersonal and team-working skills
- Excellent communication skills in a variety of settings (formal/informal, dealing with partners, clients, vendors etc.)
- Fluency in other common languages spoken in the Southeast Asian region (Mandarin, Bahasa Indonesia etc.)

Salary

Commensurate with skill and experience but within the range of MYR 4,500-6,000 per month.

To apply

Please send your CV, a cover letter and your salary history to personnel@proforest.net

Application Deadline: 11 September 2015

Shortlisted candidates will be contacted by 28 September 2015

Proforest is an equal opportunity employer.