

JOB OFFER - ADMINISTRATION EXECUTIVE

6-month contract starting in December

La Petite Ecole is a bilingual French/English early years school established in Bangkok-Sathorn since 2017, now welcoming children aged 2 to 6 from over 20 different nationalities.

The Administration Executive will support school operations, oversee administrative duties, and ensure compliance with Thai education standards. This role is integral to maintaining the school's organizational and regulatory functions and requires an individual who is fluent in both Thai and English, with strong attention to detail and organizational skills.

KEY RESPONSABILITIES

School Administration

- Maintain a strong connection between the Thai staff and the School Director by setting agendas, documenting discussions and overseeing general maintenance
- Maintain daily communication with parents : respond to inquiries and address requests
- Liaison with the Ministry of Education : Manage EDOC, E-Sar reports, and school fee approvals
- Teaching Council of Thailand (KSP) : Register, renew, and assist teachers with licensing
- Insurance Management : Maintain and update student, staff, and property insurance
- ECA Coordination : Manage registrations and logistical support for extracurricular activities
- Facility and Property Management : Oversee monthly maintenance and supply purchases
- Canteen : Management with Cagette restaurant (plan special menus, number of menus...)

Work Permit and Visa Management

- Manage Work Permit and Visa Processing : Handle applications and compliance for foreign staff
- Compliance Documentation : Ensure necessary documents are in order for KSP and government registration

POSITION REQUIREMENTS

- Thai nationality
- Fluent in Thai and English
- Criminal background check
- Full-time : Monday to Friday, 7:30 a.m. to 4:30 p.m.
- Salary : 30,000 - 40,000 THB per month, depending on experience
- Benefits : Insurance included

To apply, please submit your CV and a cover letter detailing your experience and qualifications to contact@lpebangkok.com