

Join Us as

Operations & Administration Coordinator

Location: Bangkok, Thailand | **Travel:** 100% onsite, with travel to project-related areas accounting for approximately 30% of working time, as required. | **Status:** Full-time (1-Year Renewable Contract)

Are you passionate about keeping organizations running smoothly and supporting leadership to deliver meaningful impact?

CPI is seeking a proactive and highly organized Operations & Administration Coordinator to ensure the effective day-to-day operations of our Bangkok headquarters while providing high-quality administrative and executive support to the Executive Team (ET).

This role is ideal for a detail-oriented professional who thrives in a fast-paced international environment, enjoys coordinating across functions, and takes pride in operational excellence. You will play a critical role in office administration, travel coordination, procurement, finance and administrative support, as well as executive assistance—enabling organizational efficiency and leadership effectiveness in support of CPI's mission.

The position requires strong organizational and communication skills, discretion, a service-oriented mindset, and the ability to manage multiple priorities with professionalism and efficiency.

In this role, you will:

- Provide administrative and coordination support to the Executive Team, including scheduling, travel arrangements, and expense processing.
- Support day-to-day office operations at the Bangkok HQ, including office administration, internal coordination, and logistics.
- Manage travel, visa and meeting arrangements for staff, consultants, and visitors such as booking of flight, accommodation, conference room and vehicle arrangements, ensuring compliance with organizational procedures.
- Coordinate procurement, vendor management, asset tracking, and petty cash in line with internal policies.
- Support finance and payment coordination by preparing payment requests, tracking disbursements, and maintaining accurate documentation.
- Coordinate administrative processes for consultant recruitment and contract management.
- Manage multiple priorities independently in a fast-paced INGO environment and support cross-functional collaboration.

Be a part of a dynamic team where your skills can truly make a difference!

About Community Partners International (CPI):

[Website: www.cpintl.org]

Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and development needs. Founded by U.S. doctors in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

What We're Looking For:

- Bachelor's degree in Business Administration, Management, or a related field.
- **Minimum 4 years of experience in office administration, executive support, operations, or similar roles.**
- Demonstrated experience supporting senior leadership is highly desirable.
- Strong knowledge of procurement, travel and meeting arrangement, and payment processes.
- Proficiency in Microsoft Office, Google Workspace, and administrative systems.
- Excellent organizational skills with the ability to manage competing priorities.
- Strong negotiation and vendor management skills.
- **Excellent command of English and Thai (spoken and written),** with the ability to coordinate with both Thai and international stakeholders.

Preferred Competencies:

- Experience working in an NGO or international organization.
- High level of professionalism, discretion, and confidentiality.
- Detail-oriented with strong multitasking abilities.
- Service-minded, proactive, and solution-oriented.
- Strong interpersonal skills with the ability to work across cultures.
- Ability to anticipate needs and act with minimal supervision.

For detailed responsibilities and qualifications, click [here](#)

Apply Now:

We welcome applications from candidates with diverse backgrounds, including those outside the NGO sector, who demonstrate a strong learning curve, adaptability, and a passion for humanitarian work.

To apply, send your **Motivation Letter** and **CV** to: recruitment@cpintl.org

In your **Motivation Letter**, please include the following:

1. Why you're passionate about joining CPI.
2. How your experiences and skills can contribute to our mission, even if your background is outside the NGO sector.
3. What your current and expected salaries are

**Applications will only be considered if both a resume and a motivation letter addressing all of the above questions are submitted.

** Only shortlisted candidates will be contacted via email for the next stage of the recruitment process

Application Deadline: Sunday, 15th March 2026

Applications are reviewed on a rolling basis and the position may close as soon as a suitable candidate is identified.

Don't wait — the sooner you apply, the better your chance to join our team and make an impact! 🌟