

Join Us as

HR & Administration Coordinator

Location: Bangkok, Thailand | **Travel:** 60 - 80% Onsite, with occasional travel to project-related areas as required. | **Status:** Full-time (1-Year Renewable Contract)

Are you passionate about supporting people-centered operations and creating efficient, compliant workplace systems in a dynamic INGO environment?

CPI is seeking a proactive and detail-oriented **HR & Administration Coordinator** to support and strengthen our HR operations and administrative functions across HQ and related programs.

In this role, you will play a key part in ensuring smooth day-to-day HR and administrative operations, supporting employee lifecycle processes, payroll and benefits administration, recruitment coordination, compliance, and organizational effectiveness. You will collaborate closely with cross-functional teams to help create a positive staff experience while maintaining compliance with Thai labor laws, donor requirements, and internal policies to support CPI's mission.

In this role, you will:

- Coordinate and manage core HR operations, including employee records, contracts, HR systems, payroll, benefits, and personnel documentation.
- Lead and support recruitment, onboarding, and offboarding processes for staff, consultants, and contractors.
- Ensure compliance with Thai labor laws, visa/work permit requirements, donor regulations, and organizational policies.
- Support performance review processes, employee engagement initiatives, and HR-related communications.
- Coordinate HR/Admin-related payments, procurement processes, and operational documentation with Finance and relevant stakeholders.
- Oversee administrative coordination and support smooth office operations at the Bangkok HQ.
- Work collaboratively across teams to strengthen HR and administrative systems, staff experience, and operational efficiency.

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 Human Resources, Business Administration, Management, or a related field.
- Minimum 4 years of progressively responsible experience in HR operations, administration, operations, or a related function, preferably within an NGO, INGO, or international organization.
- Demonstrated experience in recruitment, payroll processing, benefits administration, employee lifecycle management, procurement/payment coordination, and office administration.
- Practical knowledge of Thai labor law, social security, personal income tax, HR compliance requirements, and employment administration.
- Experience managing visa and work permit processes for international staff and coordinating with external service providers or authorities.
- **Good command of English** (spoken and written), including the ability to manage English documentation and communicate with international colleagues and stakeholders and **good Thai command is preferred**.
- Proficiency in Microsoft Office applications (particularly Excel and Word); experience with HRIS platforms (e.g., BambooHR), Google Workspace, or similar systems is an advantage

Preferred Competencies

- Ability to manage competing priorities, maintain high accuracy and work independently in a fast-paced environment.
- Strong organizational skills, attention to detail, and professionalism in handling confidential and sensitive information.
- Proactive, service-oriented, and solutions-focused mindset with strong problem-solving capabilities.
- Effective interpersonal and communication skills, with the ability to collaborate across teams and coordinate with external partners, vendors, and authorities.
- Strong planning, time management, and follow-through skills to meet deadlines and ensure operational compliance.
- Adaptable, resourceful, and willing to learn in a dynamic and evolving HR/Admin environment.
- Demonstrate accountability, ownership, and commitment to growing professionally while contributing to the long-term success and development of the organization.

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 this role and CPI's mission, even if your background is outside the NGO sector.
3. What your current and expected salaries are
4. Your current visa status in Thailand (for non-Thai applicants).

**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, 14th June 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! ✨