

## GA & CSR Officer

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Company: Momentive

Location: Thailand

Category: other-general

### **Job Title:**

GA & CSR Officer

### **Summary:**

The General Administrator responsible for the day to day organization of the site administrative and organizational tasks (which are often to be dealt with in a confidential way), secretarial functions, general affairs, assistance to the plant manager and other managers. Taking care of facility management and maintenance, office supplies, relation to service providers, business and personal contacts, potential vendors and relations, cleaning and housekeeping services. Organize of meetings, business trips, hotel and flight bookings, catering, lunches. Arrangement of special events and occasions, in cooperation with the site leader and related function.

### **Responsibilities Include:**

Manage day-to-day administration works for operations site; in a variety of office services to ensure that the organization's current and future administrative needs efficiently, reliability and economically. These activities may include office supplies and equipment inventory included employee's badge and name card.

Administrative Works; managing maid cleaning, gardening, admin building facilities management, canteen, car-pool, employee van service, pest control, mail, distribution, messenger services, employee uniform (FRC) including sport clubs' coordination.

Liaise with functional managers to ensure that office administration policies, programs and

activities are appropriate for their current and future business needs including property taxation, banding taxation, company insurance and other expenses of site.

Ensuring office equipment and maintenance, facilities, and systems to minimize disruptions to business activities and use the organization's resources effectively.

GA & CSR Budgeting and Control: AOP planning, implementing, cost management and reporting to Finance.

Project coordination for all company's activities and events to create working relationship among employees.

Coordination for visitors, auditors, communities, and expats' accommodation providing.

Coordination for a quarterly employee meeting, welfare committee meeting, operations townhall meeting, etc.

Evaluate, and recommend office supplies and equipment purchases to minimize costs and meet the organization's business needs.

CSR Executive roles: act as a CSR representative to ensure that the company's CSR activities are meet the local community and DIW requirements.

Other's task which may related to General Affairs, Operations Admin and CSR.

### **Qualifications:**

#### **The following are required for the role**

Qualifications

High Vocational or bachelor's degree in any fields

Minimum 3 years' experience in General Affairs/ Plant Administration in manufacturing environment

Good connection with community and industrial networking

Fair in English communication (email, phone call)

Good computer skill

Good Safety & Quality mindset

#LI-PP1

**What We Offer:**

At Momentive, we value your well-being and offer competitive total rewards and development programs. Our inclusive culture fosters a strong sense of belonging and provides diverse career opportunities to help you unleash your full potential. Together, through innovative problem-solving and collaboration, we strive to create sustainable solutions that make a meaningful impact. Join our Momentive team to open a bright future. **#BePartoftheSolution**

**About Us:**

Momentive is a premier global advanced materials company with a cutting-edge focus on silicones and specialty products. We deliver solutions designed to help propel our customer's products forward—products that have a profound impact on all aspects of life, around the clock and from living rooms to outer space. With every innovation, Momentive creates a more sustainable future. Our vast product portfolio is made up of advanced silicones and specialty solutions that play an essential role in driving performance across a multitude of industries, including agriculture, automotive, aerospace, electronics, energy, healthcare, personal care, consumer products, building and construction, and more.

Momentive believes a diverse workforce empowers our people, strengthens our business, and contributes to a sustainable world. We are proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any characteristic protected by law.

To be considered for this position candidates are required to submit an application for employment and be of legal working age as defined by local law. An offer may be conditioned upon the successful completion of pre-employment conditions, as applicable, and subject to applicable laws and regulations.

**Note to third parties:** Momentive is not seeking or accepting any unsolicited assistance from search and selection firms or employment agencies at this time.

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