

GA Supervisor

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Company: Talentvis

Location: Thailand

Category: other-general

Female, age not over 38 years old.

Bachelor degree in General Management, Human Resource Management or other related fields.

At least 5 years management experience in GA function.

Good English skill in spoken and written.

Good computer skill in MS Office (Excel, Graph, Data analytics).

Good interpersonal and communication skills.

Good problem solving skills.

Handle operations related matters and multiple tasks, set work priorities and organize work effectively.

Strong leadership skill, high responsibility, team player, service mind.

Control and monitor General Affairs overall jobs such as outsource control, transportation, etc.

Planning and budgeting annual investment and fixed assets of the Company

Plan to manage the use of the company's central car. executive car and cargo trucks

Make a management plan for maintaining cleanliness in the company area, meeting rooms, bathrooms, canteens, nursing rooms, staff dormitories and external landscape.

Planning administrative tasks such as security in the company area. staff shuttle bus traffic in front of the company.

Plan management activities of the company, including health check-ups. Sports and New Year's Eve.

Plan management control and supervision of sub-contractors, security guards, housewives, gardeners, doctors, nurses.

Plan management for coordination between departments within the company. Including contacting external government and private sectors.

Plan and manage the use of parking spaces, including car parks. and motorcycle parking.

Other jobs as assignment.

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