

**Job Title : Department Coordinator**

**OVERALL PURPOSE:**

- ◆ Provide personal administrative support and perform numerous duties, including scheduling, writing, correspondence, emailing, handing visitors, routing callers, and answering questions and requests to CHRB.
- ◆ Perform general clerical and project-based work.

**RESPONSIBILITIES:**

**Main Responsibilities**

- ◆ Provide administrative support and are responsible for arranging duties that help promote efficiency.
- ◆ Perform data collection, analysis, tracking, and report to manager.
- ◆ Prepare a proper filing including documents and correspondence, reports, and materials.
- ◆ Draft letters, correspondence, memos, charts, documents, and plans as requested.
- ◆ Liaise with other departments and ensure proper teamwork and well cooperation.
- ◆ Support urgent documents and other demands.
- ◆ Maintain position working relationship with all respective management.
- ◆ Manage calendar, arrange meetings, and may serve as a liaison between several teams or departments.
- ◆ Any other task that assigns by management.

***Other Responsibilities:***

- ◆ Perform general clerical duties including but not limited to:
- ◆ Photocopying, faxing, Mailing, and filling
- ◆ Perform any other duties as assigned by CHRB

**QUALIFICATIONS REQUIREMENTS:**

Contact Info:

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