



GSTC Administrative Coordinator

- Job Description

Overview

The GSTC Administrative Coordinator supports GSTC leadership, especially the CEO and the Operations Manager, with a focus on the administration of finance and human resources.

GSTC has various activities including membership, training, destination assessment, and assurance, that engage many staff members, a variety of work processes, and a variety of payment types including many small transactions relating to training.

To facilitate efficient human resource and finance management, the Administrative Coordinator supports constructing and implementing transparent and systematic management processes and procedures.

Roles & Responsibilities

1. Support the CEO with emails and travel arrangements
2. Support HR management
3. Support financial management
4. Miscellaneous tasks assigned by the GSTC leadership related to HR and finance and occasionally as a backup to other staff members during their personal leaves

Reporting Relationship

The reporting relationship is to the GSTC Operations Manager.

Qualifications:

- ✓ Working experience in the company/organization for a minimum of 2-3 years
- ✓ Knowledge and skills in business administration and management
- ✓ Language skills: professional grade written and spoken English
- ✓ Bachelor's degree or higher
- ✓ Relevant work experience is preferred
- ✓ Comfortable working across different cultures
- ✓ Comfortable working independently and remotely
- ✓ Software skills: intermediate or higher level user of MS Office (Excel, Word, PowerPoint) and its Google equivalents, with proven ability to quickly learn various software applications

Note: Candidates located in South Korea would be preferred.

Application Procedure

Qualified candidates are invited to submit their CV plus a letter stating their motivation, interest, and how they plan to contribute to GSTC activities to emi@gstc.org with the title 'Administration Coordinator Application'. Please do not apply if you do not fulfill the qualifications. Applications should be submitted by **20 December 2024**.

Candidates of interest will be contacted for further information and informed of the compensation package.