



Peace Point-Myanmar

No. 93, 2nd floor, 123 Street, (upper block), Mingalar Taung Nyunt Tsp,
Yangon. Ph – 09895164627, 09262328772

Job description

Job title : Office Staff
Job type : Full time
Location : Yangon
Salary : Competitive
Start date : As soon as possible

Job Summary

Peace Point-Myanmar is a nonprofit organization committed to promote democracy, human rights, equality, and peace for everyone. We are looking for an experienced and eager full-time team member to fill the position of Office Staff. In order for you to be selected as a candidate, He/She must be locally knowledgeable, motivated and well-organized. A pleasing personality with strong communication skills is also highly valued.

Position responsibilities

- Assist project manager in planning, implementation of the project activity.
- Handling incoming calls and other communications including Facebook, and Gmail.
- Managing filing system, documents and recording information as needed.
- Supporting the deliberation of trainings, and other events in projects areas as required.
- Creating, maintaining, and entering information into databases.
- Performing general office clerk duties and errands.
- Maintaining inventory and office equipment, including assets as needed.
- Maintain updated records of purchased products, delivery information and invoices.
- Document all the records of the assigned project.
- Help for general office operation related responsibilities.
- Undertakes other duties as required.

Position requirements:

- Any University graduates
- At least one-year related working experience
- Warm personality with strong communication skills and negotiation skills.
- Basic English and good Computer skills (word, excel, Photoshop, email and internet etc.)
- Good interpersonal, planning, problem solving, decision making and organizational skills.
- Prior office admin experience with photoshop and video editing skills is preferred.
- Commitment to PPM's vision, missions, values and in the working field.

How to apply

Please send your resume and cover letter to info.applicationreg@gmail.com

Remark: Only shortlist candidates will be contacted for interview.