



# International Community School, Bangkok

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## PERSONNEL COORDINATOR

**Position Title:** Personnel Coordinator

**Reports To:** CFO/Head of Business Operations

**Positions Supervised:** N/A

**Works with:**

**Internal:** Headmaster, Finance, Principals, Director, all faculty and staff, webmaster, PCS

**External:** Insurance Company Representatives, ACSI Rep, Overseas University Registrars and Careers Services, candidates, newly hired employees, and student teachers

### Job Summary:

The main purpose of this role is to manage, assist and have input into all aspects of Personnel at ICS. This includes Record Management, Recruitment, Salary and Benefits, Strategy, Staff Morale and any aspect of school policy and functioning which relate to the personnel of ICS.

### Person Specification:

1. Is a committed Christian
2. Lives a Christ-like life in both word and action
3. Prays for the school and staff
4. Agrees with and supports the school's foundational documents
5. Holds a bachelor's degree in a relevant field and has 2 years experience
6. Possesses excellent people skills
7. Computer literate and skilled in the use of programs like Outlook, Excel, Word, and a data base management software
8. Aware of professionalism required in confidentiality issues
9. Is fluent in Thai and English, and experience in both Thai and American cultures
10. Is able to secure a work permit and Visa in Thailand, if not a Thai citizen

### Responsibilities:

#### A. Recruitment

1. Assist principals in seeking and screening qualified teacher candidates through online publications, college job placement offices, personal contacts and other means.
2. Act as a liaison with interested candidates, answering questions, providing information.
3. Co-ordinate and disseminate offers and contracts, VISA packets. Collect all required data and commence Personal Files.
4. Assist new employees in their transition to Thailand. Travel information, Housing, Orientation, etc.
5. Assist student teachers in their stay.

#### B. Record and information management

1. Maintain Personnel records:
  - A. Personal Files securely stored and material clearly filed. Applications, Qualifications, Certification, Teacher Evaluations, Other relevant data as requested be kept on file.
  - B. Assist Administration to obtain all necessary records and documents for new employees.

- C. Electronic records for all staff – contract expiry, certification expiry, ACSI information, HR Software: Time Attendance, Payroll, HR Person, E-HRM, and Training (potential).
  - D. Develop and maintain Job Descriptions for staff.
  - 2. Liaise with Medical, Life and LTD insurances, including billings, packets, records, update on addition and deletion, and issues.
  - A. Maintain school wide records for Life, Medical and LTD insurances.
  - B. Act as liaison between health insurance companies and ICS employees
  - 3. Manage Forms required for Personnel purposes. Disseminate forms and collate data such as Summer Leave information, Emergency Contact info, Expat Wills, etc. Prepare forms and documents as requested by Administrators.
  - 4. Conduct Exit Interviews as requested by Principals; provide turnover statistics and relevant information to Administration. Assist exiting teachers/staff in transitioning out and maintain their records.
  - 5. Coordinate with administrators, Finance office, and Thai Director in regards to staffing need; letter of intent, visa issues, taxes, and all other related issues.
  - 6. Work with Finance in all personnel matters where needed, with particular reference to accurate records, the preparation of Contracts and Salary and Benefit spreadsheets, and payroll information.
  - 7. Provide information to staff regarding benefits and receive feedbacks and properly direct them to staff involved.
  - 8. Assist Thai Director and office support staff with translation of documents into English.
- C. Apartment manager for on campus apartments**
- 1. Maintain Apartment Lease Agreements. Ensure leases are signed and submitted to Finance by deadline.
  - 2. Perform Pre and Post tenant apartment checks including arranging appropriate actions to keep apartment in a functional condition; furniture replacement, and cleaning.
  - 3. Liaise with Facilities Supervisor and PCS regarding maintenance and repairs.
  - 4. Liaise with internet provider to set up internet for new tenants and help coordinate service as needed.
  - 5. Liaise with New Staff Community Coordinator on site regarding new staff and their settling in.
  - 6. Function as bookings manager for short term stays.
- D. Human resource strategy and practice**  
If requested, contribute to staff and strategy related issues, e.g. future planning, member of Salary and Benefits committee.
- E. Staff relations**  
Organize staff functions including banquets and Christmas party.

**Terms of Employment:**

The tenure and compensation will be in accordance with established policy and practices

**Remuneration:**

In accordance with the school policy for qualifications, experience and job responsibility.

**Evaluation:**

Evaluation will be in accordance with established policy and practices.