

OFFICE MANAGER

[Allegal Studio Legale – Law Firm](#) is a legal and corporate consultancy firm based in Milan.

The law firm seeks office manager for the Bangkok branch office.

The tasks will be:

- coordinate with the Italian office;
- manage customers;
- provide assistance to professionals from the Milan office during their stays in Thailand;
- assisting with relations with Thai companies/other professionals;
- day-to-day management of the branch office.

The work will take place in person at the office located a few meters from the BTS Phong Phon, but with the possibility of occasionally working remotely.

Requirements:

- degree of any kind;
- mother tongue Thai;
- good English;
- knowledge of the Italian language will be an asset;
- good knowledge of office package.

Also open to part-time only candidates (for afternoon hours).

Send resume to allegal@allegal.eu