Position: Administrative Assistant

Location: Kuala Lumpur, Malaysia – Hybrid (in-person and remote)

Position Type: Part-time with possibility for full-time

Social Accountability International (SAI) is a global non-governmental organization working to advance human rights for workers around the world. SAI's vision is of decent work everywhere—sustained by an understanding that socially responsible workplaces benefit business while securing fundamental human rights. SAI empowers workers and managers at all levels of businesses and supply chains through social standards and guidance, training and capacity-building programs, and convening partnerships that drive dialogue and consensus-based solutions. For more information about SAI, visit our website at https://sa-intl.org.

Position Overview

SAI is seeking an Administrative Assistant to support projects and activities in Malaysia. This role will be responsible for financial, administrative, and operational work related to SAI activities, primarily in Malaysia. The position requires heavy use of Microsoft's Office Suite (Excel, Word and Outlook), Quickbooks accounting software, and other platforms.

The successful candidate must be committed to high performance standards, innovation, and continual learning. The position requires strong organizational skills, problem-solving abilities, ownership and accountability mindset, customer service orientation, teamwork, ability to work in global contexts, and a strong interest in SAI's mission. In addition, the role requires full professional capacity in both Malay and English.

Responsibilities

- Scheduling meetings and making travel arrangements for various team members
- Routine correspondence as directed
- Booking venues and managing event logistics
- Taking notes and drafting event reports
- Conducting online research as requested
- Time and expense management:
    - Conducting first review of time expense submissions to check adherence to policies
    - Compiling expenses and creation of expense reports
    - Assist with record management for grants and special projects
    - Compiling monthly timesheet submissions for grant projects
- Translate documents and correspondence between Bahasa Malysia and English as needed
- Support on project communications as needed, such as:
    - Create promotional materials for events using SAI-provided templates
    - Coordinate between Malaysia and US-based staff to compile information for newsletters, social media posts, grant reports, etc.
    - Conduct first reviews of materials to check for basic errors and compliance with grant requirements
- Other administrative tasks as needed

Qualifications

- Fluency in both Malay and English
- One year of relevant administrative experience preferred.
- Demonstrated record of successful contributions to a company, organization, or public entity.
- Experience providing administrative support for US government or other government-funded development projects a plus.
- Fluency and experience in Microsoft Office Suite.
- Experience with Quickbooks preferred.
- Work authorization in Malaysia.

Application

To be considered for this position, candidates must submit both a resume and cover letter to recruits@sa-intl.org with the subject line "Administrative Assistant Malaysia". Cover letters must be submitted in English.

SAI is an equal opportunity employer. Diversity makes us stronger and we are committed to creating an inclusive environment for all employees.