

Position: Academic Officer

Qualifications

- Thai National
- Age 25-35
- At least a Bachelor's Degree (Master Degree preferable)
- Direct experience in our courses will be an advantage
- Two years experience in teaching (international programs preferable) or education industry or similar
- **Proficient in English (All texts and tests are in English).**
- Able to work on weekdays and weekends as assigned
- Punctual
- Graduated and specialized in at least **two** of the following subject areas
 - English
 - Mathematics
 - Physics
 - Biology
 - Chemistry
 - Business
 - Economic
 - Geography
 - History
 - Sociology
 - Accounting
 - Computer Science/ ICT

Responsibilities

- Update course related information & university requirement
- Develop academic syllabus, programs, and activities
- Provide overall academic administrative tasks
- Prepare documents, books, and files (hard and soft copy)
- Communicate across students, parents, teachers, and other teams
- Work closely with Director of Studies
- Academic Tasks as assigned

Work Location: (BTS Chidlom; exit 4)

The Planner Education Co., Ltd.

No.6D, 6th floor, Piyaplace Langsuan Building, Soi Langsuan, Ploenchit Road, Lumpini, Patumwan, Bangkok, 10330

To apply: please send the following documents to job@theplannereducation.com

1. updated resume (tell us what subject areas are you specialized in)
2. a recent photo
3. expected salary
4. English Proficiency Test Result (if any)

***ONLY applications attached with the required documents will be considered.**