

U.S. EMBASSY, BANGKOK IS NOW OFFERING A GREAT EMPLOYMENT OPPORTUNITY WITH ATTRACTIVE COMPENSATION AND GOOD WORKING HOURS FOR THE RIGHT CANDIDATE IN THE FOLLOWING POSITION:

VACANCY ANNOUNCEMENT NO. / TITLE

FSN# 2015/51 / Secretary

LOCATION: U.S. Consulate General, 387 Witchayanon Road, Chiang Mai

SALARY: Starting from THB 480,033 per annum.

CLOSING DATE: June 18, 2015

BASIC FUNCTIONS REQUIRED:

The incumbent serves as the Consul General's administrative and protocol assistant, as well as office manager for the Consulate General's main office building. S/He provides translation and interpreting services for the executive office. S/He also supervises a Custodian Foreman/Supply Clerk, monitors cleaning services of three contract custodial staffs, and provides guidance to the Administrative Associate and Consul General's residence ORE staff.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Social Science (to cover all branches in social science fields including management and business administration); or Bachelor of Arts to include liberal arts and humanities;
- (2) Three years of progressively responsible secretarial or administrative work and additional six months of supervisory experience. Previous work experience with Thai government offices and international organization, or demonstrated regular contact with high-level government officers;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Standard skill level in using computer and MS Office (Microsoft Word, Excel and Outlook) and typing speed minimum 40 wpm in English and 25 wpm in Thai
- (5) Ability to gather information independently and draft correspondence, opening/closing remarks, e.g. letter to local government office regarding VIP visit or arranging appointment;
- (6) Ability to use judgment to analyze information and take appropriate actions to include prioritizing work, handling a variety of personality types with minimal or no supervision.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

กรุณาดำเนินการยื่นใบสมัคร (DS-174) และเตรียมเอกสารให้ครบตามที่แจ้งไว้บนเว็บไซต์ด้านบน
ส่งมาที่ bkkrecruitment@state.gov ภายในวันปิดรับสมัคร มิฉะนั้นใบสมัครของท่านจะไม่ได้รับการพิจารณา