

Realty Administrative Assistant

Administrative Associate (T)

Administrative Associate

Secretary

FSN#2011/117

Realty Administrative Assistant

OPEN TO: All Interested candidates

POSITION: Realty Administrative Assistant, FSN-7; FP-7

OPENING DATE: October 14, 2011

CLOSING DATE: October 27, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-7
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Realty Administrative Assistant in its General Services Office/Housing (GSO/HS) located at GPF Witthayu, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent has the primary responsibility for managing the GSO Housing check-in/check-out process for all Embassy employees arriving or departing Bangkok; schedules and conducts exit inspections for some 420 residences when employees are preparing to depart; assists new employees and sponsors with residential keys, housing questions, and provides housing resource information; tracks and be accountable for residential keys sets to employees, the GSO Housing office, and the KeyWatcher system.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of High Vocational Degree in Business Administration; (2) Three years of experience in real estate management experience or housing matters; (3) Level IV (Fluent) in speaking/ reading/writing in English and Thai; (4) Must be able to negotiate effectively and have good customer service skills when dealing with others, specifically with landlords, vendors, contractors, and with Americans; (5) Good working knowledge of Microsoft Office software.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

****PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED****

CLOSING DATE FOR THE POSITION: OCTOBER 27, 2011



FSN#2011/118 (T)

Administrative Associate

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, FSN-5; FP-9, Trainee

OPENING DATE: October 21, 2011

CLOSING DATE: November 3, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 27,431 per annum (minimum starting salary)
(Position Grade: FP-9 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 324,136 per annum (minimum starting salary)
(Position Grade: FSN-5)

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in its Accounting Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide administrative support to Accounting, Payroll, and Training divisions. Duties include serving as the timekeeper by ensuring correct recording of time & attendance, coordinating of travel reservations and advances, monitoring and replenishing office supplies against the demand levels, serving as receptionist by coordinating visitors' access, and maintaining division files & record systems. Also provides secretarial service to three officers and performs back-up duties for the training support program

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in accounting, finance, business administration, arts or social science; (2) One year of progressively experience responsible work in office management or administrative support; (3) Level III (Good) speaking/reading/writing in English and Thai; (4) Possess extensive knowledge of office management and administrative support procedures; (5) Must be familiar with Microsoft office software i.e. Word, Excel, PowerPoint.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: NOVEMBER 3, 2011



FSN#2011/118

Administrative Associate

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, FSN-6; FP-8

OPENING DATE: October 21, 2011

CLOSING DATE: November 3, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 30,684 per annum (minimum starting salary) \ (Position Grade: FP-8 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 362,706 per annum (minimum starting salary)
(Position Grade: FSN-6)

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in its Accounting Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide administrative support to Accounting, Payroll, and Training divisions. Duties include serving as the timekeeper by ensuring correct recording of time & attendance, coordinating of travel reservations and advances, monitoring and replenishing office supplies against the demand levels, serving as receptionist by coordinating visitors' access, and maintaining division files & record systems. Also provides secretarial service to three officers and performs back-up duties for the training support program.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in accounting, finance, business administration, arts or social science; (2) Two years of progressively experience responsible work in office management or administrative support; (3) Level III (Good) speaking/reading/writing in English and Thai; (4) Possess extensive knowledge of office management and administrative support procedures; (5) Must be familiar with Microsoft office software i.e. Word, Excel, PowerPoint.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: NOVEMBER 3, 2011



FSN#2011/119

Secretary

OPEN TO: All Interested Candidates

POSITION: Secretary, FSN-6; FP-8

OPENING DATE: October 21, 2011

CLOSING DATE: November 3, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-8
Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in its Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a personal assistant to the Facility Manager by performing as many office support functions as possible. Being a secretary for Facilities Management Office, performing secretarial duties such as providing telephone and receptionist services, preparing and typing office correspondence, making and maintaining appointment calendar, establishing and maintaining office files, receiving and reviewing incoming/outgoing office correspondences, requisitioning office supplies, and maintaining and preparing time and attendance reports.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's Degree in Business Administration, Arts, Social Science or related field; (2) Two years' experience in secretarial or administrative supports; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must be able to translate and interpret from English to Thai and vice versa; (5) Must be able to operate Microsoft Office applications.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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