



The Royal Thai Embassy, Beijing

Announcement on position vacancies for

Secretary (1 Position)

Application Deadline: Friday 23 December 2011

I. Positions and Job Description

1.1 Secretary (1 Positions)

Required Qualifications

1. Bachelor's Degree;
2. Good command of written and spoken Thai and Chinese and proficiency in English;
3. Good computer skills or have been trained in Microsoft Word. Basic knowledge of data transfer, image editing software and Power Point;
4. Able to work independently, as well as under clear instructions;
5. Pro-activeness;
6. Service-mindedness and can work overtime;
7. Able to work structured and under pressure;
8. Able to work on multiple tasks concurrently;
9. With related working-experience, will be advantage;
10. Able to work in a multi-cultural environment.

Job Description

- Responsible for the Ambassador's schedule, booking of meetings and appointments as well as travels;
- Writing of letters/requests/regrets in Thai, Chinese and English;
- Dispatching of press-releases and operating fax;
- Translate articles, news, documents from Chinese to Thai and from Thai to Chinese;
- Interpret Thai – Chinese and Chinese- Thai in various circumstances;
- The responsibilities will not be limited by the above stated description, but can include additional tasks by instruction of supervisor.
- Salary RMB 6,140.00-
- 3-month probation period

II. Application Process

Applicants are required to submit

- (1) an application letter;
- (2) curriculum vitae and full bachelor degree's transcripts (and others, if available); and
- (3) two 1 inch photos to Royal Thai Embassy (No. 40 Guanghua Lu, Beijing 100600 or to email : chstar@live.com not later than 17.00 Hrs. of Friday 23 December 2011.

III. Examination Process

- Computer and typing skills test, written examination and an oral interview on **Tuesday 27 December 2011** at the Royal Thai Embassy (No. 40 Guanghua Lu, Beijing 100600).

Remark: Visit the Royal Thai Embassy website <http://www.thaiembbeij.org> for more information.

Interested persons in the above position, please contact the Royal Thai Embassy (Ms. Sirada (ChenXing); Tel. 6532 1749 ext. 129 (No. 40 Guanghua Lu, Beijing 100600)

Examination and Interview Schedule
For applicants for the position of Secretary
The Royal Thai Embassy, Beijing

Date: Tuesday 27 December 2011
Time: 09.30 – 12.00 hrs. and 14.00 – 16.00 hrs.
Venue: Royal Thai Embassy, Beijing
No. 40 Guang Hua Lu
Contact: Ms. Sirada(Chen Xing)
Tel. 6532 1749 ext. 129

Time	Type	Detail
09.30 – 12.00 hrs.	Written test	- Summarize news (from Chinese into Thai) - Translate Thai into Chinese - Write English correspondence
14.00 – 16.00 hrs.	Computer and typing test	Each applicant will take a computer and typing skills test (15 minutes per test).
14.00 – 16.00 hrs.	Interview	Each applicant will be interviewed by a panel (3-4 persons) for 15-20 minutes. The interview will be conducted in Thai, Chinese and English.

Remarks:

- Applicants are required to arrive at the Embassy before 09.30 hrs.