



JOB VACANCY

Clerk (1 Position)

Starting Salary (brutto): 5,273 PLN with some additional benefits

(Start from September 2026)

Main responsibilities

- To provide administrative and personal assistance to the Ambassador;
- To provide secretariat work for the Embassy, and diplomatic officers;
- To answer telephone enquiries on general information about Thailand and service of the Embassy;
- To correspond and make contact with agencies as assigned;
- To assist with paperwork concerning the contract / properties / rented properties of the Embassy;
- To translate (unofficially) Polish documents into English;
- To prepare documents for payment of Embassy's bills and provide assistance to the financial officer of the Embassy;
- To prepare tax clearance and faktura VAT refund forms;
- To assist the Embassy's administrative work in general.

Other possible assignments

- To assist with the Embassy's special events, for examples, venue arrangement for National Day;
- To perform research on products and services as required;
- To perform any other tasks assigned.

Qualifications

- Polish citizen or other nationals with residency in Poland;
- Preferably 1-2 years working experience;
- Age: 25-40 years old;
- Undergraduate or above;
- Good command of written and spoken English and Polish language;
- Command of written and spoken Thai would be advantageous;
- Good knowledge of and ability to use Microsoft Office, Canva and website applications;
- Good knowledge of locality and important places in Warsaw;
- Presentable personality with polite, energetic, enthusiastic, and service-minded attitude;
- Cultural competence skills / cultural difference awareness required;
- Ability to work under pressure, to set priorities, as well as handle multiple assignments simultaneously.

Interested applicants are invited to send an application form (download at [https://image.mfa.go.th/mfa/0/4SH3tgjzaB/Jop_vacancy_2026/Job_vacancy_Application_Form_\(Clerk\)_Jul_2026.pdf](https://image.mfa.go.th/mfa/0/4SH3tgjzaB/Jop_vacancy_2026/Job_vacancy_Application_Form_(Clerk)_Jul_2026.pdf)) along with the following documents:

- A curriculum vitae (CV) or a resumé;
- A recent photo (taken not more than 6 months);
- A copy of a transcript;
- A copy of an education certificate;
- A copy of an identification card and a passport;
- A letter of reference;
- Household registration.

The deadline for submission of the application and documents is 31 July 2026. Shortlisted candidates will be contacted for interviews. You may also be given a written task to be completed within 24 hours.

Contact:

Royal Thai Embassy, Willowa 7, 00-790 Warsaw, Poland

Phone Number: (48-22) 849-2655, 849-6414, 849-1406

E-mail: contact@thaiemb.pl

(Please indicate “Job Vacancy Application” in the subject of the e-mail)

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