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The Royal Thai Embassy, Washington D.C.

No. 11/2025

Subject : Employment Opportunity for the Thai Business Information Center (BIC) Officer

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The Royal Thai Embassy has an opening for one Thai Business Information Center (BIC) Officer. Details are provided below:

1. **Position Title** Thai Business Information Center in U.S.A. (BIC) Officer  
**Salary** \$3,120/month

2. **Responsibilities**

2.1 Research, translate, and analyze economic-related news and relevant information for the BIC website content ([www.thaibicusa.com](http://www.thaibicusa.com)).

2.2 Manage the BIC website and Facebook page.

2.3 Coordinate with both the public and private sectors to gather information on economic opportunities for Thai businesses.

2.4 Organize activities to promote Thailand's trade and investment in the U.S., and pursue further development to ensure the center's output reaches more Thai businesses, the target audience.

2.5 Respond to queries about doing business in the U.S.

2.6 Carry out other duties as assigned.

3. **Requirements**

3.1 Eligibility: U.S. Citizenship or U.S. Permanent Resident (Green Card)

3.2 Bachelor's degree or equivalent or higher at the start of employment.

3.3 High proficiency in Thai and English. (speaking, listening, reading, and writing)

3.4 Proficiency in Microsoft Office programs, other basic computer skills, and internet

4. **Application Process**

- Please submit your application and all related documents via email to [embassy\\_job@thaiembdc.org](mailto:embassy_job@thaiembdc.org) by Thursday, 27 March 2025 (17:00 hrs. EST).

- For further information, please contact +1 202 9443600 ext. 754 (Mrs. Muthita Makland) or ext. 810 (Mr. Nattanaï Kuprasert)

/ 5. **Required Document...**

**5. Required Document**

- 5.1 Application Form (as attached) and portrait 1x1 inch (within the last 6 months)
- 5.2 Copy of U.S. Citizenship Certificate, U.S. Passport or Green Card
- 5.3 Copy of Education Records
- 5.4 Resumé
- 5.5 Copy of Employment Verification Letters/Work Training Certificates (optional)
- 5.6 Other documents that would support the application.

**6. Selection Process**

Written test and interview

**7. Deadlines**

Now – 27 March 2025	Application Submission
1 April 2025	Announcement of qualified applicants
8 April 2025	Written examination and interview
17 April 2025	Announcement of successful and reserve candidate

\*\*The written test and interview must be conducted in person at the Royal Thai Embassy, Washington, D.C. Individuals who are unable to attend the test and interview will be disqualified.

The list of eligible and selected candidates will be announced according to the above schedule on the Royal Thai Embassy website at <https://washingtondc.thaiembassy.org>. If it is found that any eligible or selected candidates do not meet all the announced qualifications, they will be considered unqualified and disqualified.

The selected candidate must present the original criminal record check from the state in which they are domiciled to the Royal Thai Embassy within 30 days of the appointment date. If a criminal record is found that may affect the work or image of the Embassy, the Embassy reserves the right to immediately terminate the employment.

This announcement is published on 6 March 2025.

(signed)  
(Kobboon Sangmanee)  
Minister Counsellor