



Announcement of the Royal Thai Consulate-General, Mumbai

Subject: Job opening for a locally-recruited staff for the position of Administrative Assistant

The Royal Thai Consulate in Mumbai is seeking eligible and qualified candidates for the position of **Administrative Assistant**. Interested candidates are invited to submit their application by e-mail to **rtcgmubd@gmail.com** between **1-15 May 2025**. Details are as follows:

Position Details:

Start date:	1 July 2025
Salary:	Starting at INR 22,861.00 per month, with an annual pay raise subject to performance assessment
Appointment Duration:	Continuing, subject to completion of a probationary period
Work hours:	Full-time (Monday-Friday); 40 hours/week, with occasional weekend and overtime work as assigned
Responsibilities:	Provide logistical and operational support as assigned, including handling correspondence, responding to day-to-day enquiries, and coordinating visits of delegations

Qualifications:

- Bachelor's degree or higher from a recognised university
- Must be fluent in English (speak, read, write)
- Able to operate basic office computer programs such as Microsoft Office and Canva
- Familiarity with sources of reliable data and social media platforms
- Service-oriented mindset, positive attitude, and ability to work well in a team
- Available to work after hours, during weekends/holidays, and able to travel when assigned

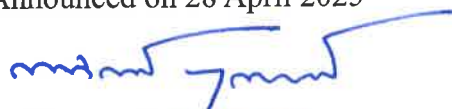
Required documents:

- Cover letter (not more than 300 words) and Curriculum Vitae in English, including names and contact information of at least two references from previous work experience
- Copy of degree certificate of higher education with transcript
- Copy of Aadhaar Card and/or Passport
- One passport-size photograph
- Successful candidate will be required to provide a Criminal Record Check

Selection Process:

- Shortlisted candidates will be contacted for an in-person written assessment
- Successful candidates from the written assessment will then be invited for an in-person interview
- False or fraudulent information on or attached to the application may result in being eliminated from consideration, or being terminated after being awarded the position

Announced on 28 April 2025


(Donnawit Poolsawat)
Consul-General