

Job Opportunity Announcement

Thailand Board of Investment, Mumbai Office

Full-Time Investment Promotion Assistant

Qualification:

- Age: not more than 40 years
- Education: Bachelor's degree or above
- Experiences: at least one year experience in marketing or public relations (Preferential consideration will be given to candidates that have strong client relationship management skills and/or strong analytical and valuation skills.)
- Good command of English and Hindi and strong computer skills

Job Description:

- Manage the secretarial, administrative and press/media corporate works as well as investment promotion activities and programs according to the assignment by the Director
- Take charge of the office management when assigned
- Monitor, research and submit reports in the area of policy, laws and regulation, market, product, industry, investment or any other area that is related to India's business promotion in Thailand on a regular basis or as assigned by the Director
- Dissemination of information and reports
- Liaise with local authorities and private sector to carry out the missions assigned by the Director or for the purpose of the above responsibilities
- Perform tasks as a liaison officer to Thai delegations
- Assist in drafting workplans and project proposals as well as in preparing power point presentation.
- Carry out, manage and monitor the running of the projects according to project goals or to the Director's assignment
- Carry out any other assignments or tasks as assigned by the Director

Interested candidate may send an application with one photograph and the candidate's CV to mumbai@boi.go.th before July 25, 2014. Only short-listed candidates will be contacted for interview.

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