

JOB OPPORTUNITY

Looking for a highly-motivated and alert person to perform numerous general, official, computer related and receptionist duties.

Position:	Secretary To Consul-General
Company	Royal Thai Consulate-General, Mumbai
Location	12 th Floor, Express Towers, Barrister Rajni Patel Marg, Nariman Point, Mumbai 400 021
Positions	1
Salary	17402/- (Per month)
Deadline	10 th November, 2016

Job Description:

- Manage, organize and maintain CG's calendar, scheduling and reminder of appointments.
- Make travel arrangements for the CG which includes reservations (Airline, car rental, local ground transportation, hotel, meals etc.)
- Arrange for any materials required (Presentations, documentations, print hand-outs, memos, dairies) for all CG's meetings efficiently
- Receive and distribute relevant information to/from internal and external sources by telephone, email or in person
- Perform other administrative duties

Qualifications:

- Education: Minimum Bachelor's Degree in any discipline with Proficiency in use of MS Office applications
- Experience: Atleast 1 - 2 years of related experience.
- Excellent drafting and writing skills in English; other relevant languages will be considered as a plus
- Ability to carry out general office/department co-ordination.
- Ability to organize tasks, research and keeping records.

NOTE:

Qualified candidates should apply by e-mailing their detailed resume with a covering letter & recent Photograph (MUST), to: royalthaicongen@gmail.com

Royal Thai Consulate-General,
Mumbai

01 November B.E. 2559 (2016)

