



ANNOUNCEMENT

Vacancy for General Assistant

The Royal Consulate-General, **Commercial Section** Mumbai will recruit a suitable candidate for General Assistant.

Application Date: 23 January – 21 February 2025

Contract Duration: 1 year (including 3-months probation period)

Job Description

- Preparing reports and presentations using computer software such as Microsoft Word or PowerPoint
- Planning and preparing for office events, such as meetings, conferences, and promotional activities.
- Perform general administrative tasks, such as answering phone calls; handling email, faxes, files, meeting minutes, mailings, and deliveries; filing paperwork, making copies, and arranging equipment maintenance and repairs.
- Organizing files, maintaining databases, updating contact lists, and other administrative tasks related to the organization's activities
- Coordinating meetings, social events, and special occasions
- Greeting and directing visitors, answering questions, and responding to complaints and requests.
- Provide ad hoc support to staff members, including organization of on-site and off-site team events
- Basic monthly salary is INR 30,000

Qualifications required for Consular Assistant

- Bachelor's degree at minimum from a recognized university in any fields;
- Excellent command of English Languages (Speaking/Reading/Writing)
- Proficiency in listening, speaking, reading and writing in Thai (***will be given special consideration***)
- Related working experience will be preferable.

Competencies for the position

- Proficiency in the use of Microsoft Office, Microsoft Excel, and other information technology systems
- Ability to analysis and summary, with strong sense of logic and data
- Ability to work under pressure with positive and constructive attitude
- Ability to work in a client-service environment with excellent communication skills
- Having a strong sense of responsibility and team spirit

How to apply

Submit the following required documents:

1. Cover letter;
2. Curriculum Vitae with passport size photograph;
3. Degree certificate with transcript; and,
4. Additional supporting documentation to the abovementioned requirements (e.g., language test scores, and letter of recommendation etc.);

Send the application by email written its heading as “**Application for General Assistant**” to **thaitrademumbai@gmail.com**.

Remarks:

- **Late application will not be accepted.**
- Interview date for the short-listed applicants will be later announced.

Royal Thai Consulate-General, Commercial Section
Mumbai

22 January B.E. 2568 (2025)

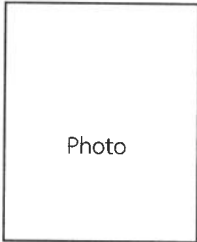


Suphanee Kiatmechak

APPLICATION FORM
ROYAL THAI CONSULATE-GENERAL, COMMERCIAL SECTION,
MUMBAI
Job Title: General Assistant

Personal Information:

Name (given name and last name):
Address:
Email: Mobile Number:



Education:

High School: Institution's name & city
Dates attended (mm-yyyy): From to.....
Undergraduate: Institution's name & city
Dates attended (mm-yyyy): From to.....
Degree: Major Subject:
Graduate: Institution's name & city
Dates attended (mm-yyyy): From to.....
Degree: Major Subject:

Work Experience: (Please list your work experience beginning with the most recent work)

Job title: Dates (mm-yyyy): From to.....
Employer's name Monthly salary:
Employer's address Phone Number:
Main duties and responsibilities:
Reason for leaving:

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Employer's name Monthly salary:
Employer's address Phone Number:
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Reason for leaving:

Job title: Dates (mm-yyyy): From to.....
Employer's name Monthly salary:
Employer's address Phone Number:
Main duties and responsibilities:
Reason for leaving:

Skills:

(Please list languages and level for each skill: level 1 basic / 2 limited / 3 intermediate / 4 fluent / 5 native)

Languagespeakinglisteningwritingreading
Languagespeakinglisteningwritingreading
Languagespeakinglisteningwritingreading
Languagespeakinglisteningwritingreading
Computer skills: