



Announcement
Royal Thai Consulate-General, Vancouver
Job Opportunity for Clerk Position

The Royal Thai Consulate-General in Vancouver is seeking eligible and qualified applicants for the position of Clerk. Details are as follows:

Job Title: Clerk
Salary: CAD \$4,040.00 per month
Start Date: 1 October 2026

1. Qualifications

- 1.1 Completed diploma or higher
- 1.2 Good command of English and Thai (listening, writing, reading and speaking)
- 1.3 Knowledge of essential digital technologies, including Microsoft office programs and digital content creation, together with a readiness to acquire new digital skills as required.
- 1.4 Available to work after hours and travel province-wide or inter-provincial
- 1.5 Must be a Canadian citizen or permanent resident of Canada

2. Job Description

- 2.1 Perform official and general documents work and administrative tasks
- 2.2 Liaise with government agencies, non-government organizations, private sector, and communities in Thailand and Canada
- 2.3 Assist in consular work and coordinating protocol-related tasks
- 2.4 Perform other related duties as assigned

3. Required Documents

- 3.1 Resume (DO NOT attach photo and/or ID documents)
- 3.2 Proof of education

Documents can be submitted by email to info@thaiconsulatevancouver.ca (Subject “Application for Clerk Position”) or in person (Monday to Friday from 10.00 a.m. - 12.00 p.m. and 2.00 p.m. – 4.00 p.m.) at the Royal Thai Consulate-General, (1040 Burrard Street, Vancouver, B.C. V6Z 2R9) **by 10 September 2026 at 4 p.m.**

Short-listed candidates will be contacted on 14 September 2026. Interviewing and written test will be conducted at the Royal Thai Consulate-General on 16 September 2026. The selected candidate will be announced by 21 September 2026.

Announced on 31 August 2026

(Nattanipa Burusapat)
Consul-General