

Embassy of Nepal, Bangkok

Urgent Job Vacancy

Position

- Office Secretary

Basic Functions of the Position:

- Perform all secretarial functions and support.
- Manage programme schedule of the Head of Mission and other diplomats
- Act as the first point of contact in the Embassy.
- Liaise with Royal Thai Government agencies, foreign diplomats/consular missions and international organizations.
- Provide translation services to the Embassy.

Working Hours:

- Monday – Friday from 09.00 – 17.00 hours

Starting Salary:

- 672 USD

Qualifications:

- Bachelor's Degree or higher in related fields
- Experience in Secretarial function and Administration will be added advantage
- Good command of English and Thai languages
- Age between 18 and 35 years

How to apply?

Please submit your application not later than 17 January 2017 with your CV and recent photograph to:

- Embassy of Nepal, 189 Soi.71 Sukhumvit Rd., Wattana, Bangkok 10110
- Email nepsecbkk@gmail.com

For further information, please contact the Embassy of Nepal, Bangkok
Tel. 02-3917240, 02-3902280.

*****shortlisted candidates will be contacted for interview.*****