



*Royal Thai Consulate-General,
Chennai*

ANNOUNCEMENT
No. 3/2023
Vacancy for Consular Assistant

The Royal Thai Consulate-General, Chennai, whose consular jurisdiction covers the southern states of Tamil Nadu, Andhra Pradesh, Telangana, Karnataka, and Kerala, and the Union Territory of Puducherry, is currently seeking eligible and qualified candidates to fulfill its job vacancy for **Consular Assistant**. The details are as follows:

Responsibilities

- Carry out relevant administrative duties such as responding queries on consular matters through phone / email, managing front desk, registering incoming and outgoing mail / email, drafting correspondence notes, conducting preliminary translation work and etc.
- Carry out consular tasks.
- Carry out secretarial duties such as management of schedules and appointments, reserving flights and hotels, drafting itinerary and etc.
- Other tasks as assigned.

Qualifications

- A Bachelor's degree in Business, Management or Social Studies.
- Excellent computer skills including Word, Excel and Power Point presentation.
- Excellent command of written and spoken English / Tamil language.

Salary INR 24,000.- / Month.

Required documents

- Curriculum Vitae with the contact information and one current photo attached.
- Copy of Aadhaar card or Passport.
- Copy of academic certificates.
- Additional supporting documents e.g., language test scores, letter of recommendation from previous employers and etc.

Submission of application

- Applicants must merge all of the required documents above in a format of one PDF file saved under the following name :

applicant's first Name and last name_ Application

for example, Rajiv Tamil_ Application, and email the application with email heading as "Application for Consular Assistant" to natpatsorn.b@mfa.go.th

Deadline for submission is Friday 10 March 2023, 17:00 Hrs. (Indian Time)

Remarks and Timeline

- Only complete applications which comply with the application guidelines will be considered. Late applications will not be accepted.

- Short-listed applicants will be communicated directly of further details on **Monday 13 March 2023.**

- Final offer of employment is subject to medical and security clearances.

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20 February 2023

