



The Royal Thai Embassy, Beijing

Announcement on position vacancies for

Consular Clerk (1 Position)

Application Deadline: Thursday 22 December 2011

I. Positions and Job Description

Consular Clerk (interpreter 1 position)

Required Qualifications

1. Bachelor's Degree in Finance/Accounting/Arts (Thai/English/Chinese literature) or related fields;
2. Good command of written and spoken Thai and Chinese and English;
3. Good computer skills or have been trained in Microsoft Office.

Job Description

- Thai-Chinese and Chinese-Thai interpreter
- Cashier (1 Position)
- Assistance in consular works: Visas, national protection, legalization etc.)
- Salary RMB 6,500.00-
- Start 3 January 2012 (with 3-month probation period)

II. Application Process

Applicants are required to submit (1) an application letter; (2) curriculum vitae and full bachelor degree's transcripts (and others, if available); and (3) two 1 inch photos to Royal Thai Embassy (No. 40 Guanghua Lu, Beijing 100600 or to email : chstar@live.com not later than 17.00 Hrs. of **Thursday 22 December 2011**.

III. Examination Process

- Computer and typing skills test, written examination and an oral interview on **Tuesday 27 December 2011** at the Royal Thai Embassy (No. 40 Guanghua Lu, Beijing 100600).

Remark: Visit the Royal Thai Embassy website <http://www.thaiembbeij.org> for more information.

Interested persons in the above position, please contact the Royal Thai Embassy (Ms. Sirada (ChenXing); Tel. 6532 1749 ext. 129 (No. 40 Guanghua Lu, Beijing 100600)

Examination and Interview Schedule
For applicants for the position of
Assistant Director, Thailand Business Information Center in China,
The Royal Thai Embassy, Beijing

Date: Tuesday 27 December 2011
Time: 09.30 – 12.00 hrs. and 14.00 – 16.00 hrs.
Venue: Royal Thai Embassy, Beijing
No. 40 Guang Hua Lu
Contact: Ms. Sirada(Chen Xing)
Tel. 6532 1749 ext. 129

Time	Type	Detail
09.30 – 12.00 hrs.	Written test	- Summarize news (from Chinese into Thai) - Translate Thai into Chinese - Write English correspondence
14.00 – 16.00 hrs.	Computer and typing test	Each applicant will take a computer and typing skills test (15 minutes per test).
14.00 – 16.00 hrs.	Interview	Each applicant will be interviewed by a panel (3-4 persons) for 15-20 minutes. The interview will be conducted in Thai, Chinese and English.

Remarks:

- Applicants are required to arrive at the Embassy before 09.30 hrs.
- Applicants will be informed of the test and interview results by