

JOB PROFILE

JOB FRAMEWORK

Job Title: Secretary/Protocol
Job location : EU Delegation Bangkok
Area of Activity: Administrative Section
Category : AL III

JOB CONTENT

Overall purpose:

Secretary/Assistant to the Head of Administration.

Protocol:

- Responsible for Expats and their family, household member, and their new born baby in relation to their arrival, visa, temporary accommodation provided that they require, their termination, permit of stay; re-entry visa, I.D. cards, driving license.
- Protocol, permit to stay, re-entry, driving licence, ID card (including new, renewal, loss, damage), car sale, car purchase, car registration and renewal.
- Update of diplomatic list.
- Update Post report for the new comers
- Visa prior authorisation, visa on missions,
- Keep track/update the list of expat, family and household member in terms of renewal protocol issues on daily basis
- Airport pass renewal both Donmuang and Suvarnabhumi Airports
- Request for a license with MFA during VIP, bodyguards' arrival with weapon
- Serviced vehicles on selling / buying / importation / plate registration and plate renewal (Back up)
- Issuance/add/change the authenticated signature of authorized expats signing documents (Back up)

Customs:

- Customs formalities, personal effects, car, pets, etc
- Contacts and preparation of documents concerning customs clearance procedures on importation of goods; personal effects; purchase or sales of service and private vehicles for officials, Contract Agents; Junior Experts, Individual Experts.
- Shipment of EUDEL DHL's diplomatic cargo through DHL (Back up)
- Shipment of Liquor/alcohol clearance (Back up)

Administration:

- Issuance correspondence such as opening bank account letter, residence letter, working certificate, invitation letter for visa, and others as required
- Filing and upkeeping of the filing system and archives of the Administration
- License/disposal X-ray machine and new license, and OSL film renewal to Ministry of Science and Atoms for Peace (Back up)

Others:

- To undertake other assignments that may be requested in view of the efficient functioning of the Section or the Delegation.

JOB

REQUIREMENTS

EDUCATION AND TRAINING

Higher education and a degree in secretarial work.

EXPERIENCE

- 5 years of relevant executive secretarial / office experience.
- Experience with Embassy – MFA relations is an asset.
- Experience with Embassy – Immigration/ Customs/Department of Land Transport/ Airport of Thailand/Shipping agents relations is an asset.

KNOWLEDGE

Specialist knowledge (know what)

Knowledge of European Union, its rules and functioning is an asset.

Technical knowledge (know how)

- Computer literate (and knowledge of commonly used programs such as Word, Excel.).

SKILLS

Linguistic skills

- Good command of Thai and English (written and spoken).
- Working knowledge in French (read and spoken) is considered an asset.

Communication skills

- Excellent oral and written communications skills with external and internal contacts.

Interpersonal skills

- Able to work as a team member with good interpersonal skills.
- Ability to work in a multicultural environment.
- Ability to negotiate at all level, ability to negotiate within various Thai Authorities in a multicultural and multilingual environment.

Intellectual skills

- Ability to understand and contribute to effective and efficient administration and procedures of the Admin team.

Management skills

- Capacity to focus on priorities and to organize work to deliver on time.
- Attention to detail and accuracy.

PERSONAL QUALITIES

- Capable of producing high quality results within often tight deadlines.