The Royal Thai Embassy, Washington D.C.
No. 16/2021

Job Opportunities: Thai Business Information Center in U.S.A. (BIC) officer

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1. **Position Title**
   Thai Business Information Center in U.S.A. (BIC) officer

2. **Salary**
   $3,199/month

3. **Employment Period**
   1 May – 30 September 2021

4. **Requirements**
   4.1 Be a legal resident and have permission to work in the U.S.
   4.2 Bachelor’s degree or equivalent or higher at the start of employment.
   4.3 High proficiency in Thai and English.
   4.4 Good typing skills, both in Thai and English, and excellent proficiency in Microsoft Office programs and other basic computer skills.

5. **Responsibilities**
   5.1 Research, translate, and analyze economic-related news and useful information for the BIC website contents (www.thaibicusa.com).
   5.2 Manage BIC website and Facebook page.
   5.3 Coordinate with public and private sectors for information on economic opportunities for Thai business.
   5.4 Organize activities to promote Thailand’s trade and investment in the U.S and pursue further development so that the center’s output reaches more Thai businesses who are the target groups.
   5.5 Answer queries on doing business in the U.S.
   5.6 Perform other duties as assigned.

6. **Application**
   - Closing date: 15 April 2021 at 11:59 p.m. (EST)
   - Submit relevant documents, such as resumé, to embassy_job@thaiembdc.org
   - For further information, contact +1 202 9443600 ext. 810 (Ms. Kasama)

/7. Next Steps ...
7. **Selection Process**

- Announcement of qualified applicants  16 April 2021
- Online examination and interview  20 April 2021
- Announcement of successful and reserve candidates  23 April 2021

Announced on 25 March 2021

(signed)

(Manasvi Srisodapol)
Ambassador