

(unofficial translation)



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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](http://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](mailto:embassy_job@thaiembdc.org)
  - For further information, contact +1 202 9443600 ext. 810 (Ms. Kasama)

/7. **Next Steps ...**

**7. Selection Process**

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|---|---------------|
| - 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