



Royal Thai Embassy
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The Royal Thai Embassy, Washington D.C.

No. 37/2021

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

1. **Position Title** Thai Business Information Center in U.S.A. (BIC) officer
- Salary** \$3,199/month
- Employment Period** 1 December 2021 – 30 September 2022
2. **Requirements**
 - 2.1 Be a legal resident and has permission to work in the U.S.
 - 2.2 Bachelor's degree or equivalent or higher at the start of employment.
 - 2.3 High proficiency in Thai and English.
 - 2.4 Good typing skills, both in Thai and English, and excellent proficiency in Microsoft Office programs and other basic computer skills.
3. **Responsibilities**
 - 3.1 Research, translate, and analyze economic-related news and useful information for the BIC website contents (www.thaibicusa.com).
 - 3.2 Manage BIC website and Facebook page.
 - 3.3 Coordinate with the public and private sectors for information on economic opportunities for Thai businesses.
 - 3.4 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 which are the target groups.
 - 3.5 Answer queries on doing business in the U.S.
 - 3.6 Perform other duties as assigned.
4. **Application**
 - Closing date: 5 November 2021 at 11:59 p.m. (EST)
 - Submit relevant documents, such as resumé, to embassy_job@thaiembdc.org
 - For further information, please contact +1 202 9443600 ext. 810 (Ms. Kasama)

5. Selection Process

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| - Announcement of qualified applicants | 8 November 2021 |
| - Online examination and interview | 12 November 2021 |
| - Announcement of successful and reserve candidates | 17 November 2021 |

Announced on 19 October 2021

(signed)

(Waramon Waruttama)
Minister Counsellor