



Announcement
Royal Thai Consul-General in Vancouver
**Employment Opportunity for Consular Assistant Positions
(Independent Contractors)**

The Royal Thai Consulate-General in Vancouver is seeking eligible and qualified applicants for the positions of Consular Assistant (12-month Independent Contractors). Details are as follows:

Job Title:	Consular Assistant (Independent Contractor)
Salary:	CAD \$2,905.00 – 3,544.00 per month
Start Date:	11 October 2022
Employment Duration:	11 October 2022 – 30 September 2023

1. Qualifications

- 1.1 Completed Bachelor's Degree or equivalent degree
- 1.2 Good command of Thai and English (listening, writing, reading and speaking)
- 1.3 Knowledge of computer programs (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, etc.)
- 1.4 Must be a Canadian citizen or Permanent Resident of Canada

2. Job Descriptions

- 2.1 Consular Assistant (Position 1 - Salary \$2,905.00)
 - 2.1.1 Main responsibility includes Thai ID card renewal application, Birth Certificate, Death Certificate, Marriage Certificate and Divorce Certificate registration
 - 2.1.2 Supporting Consular Section in document legalization, Thai passport application and Thai visa application
 - 2.1.3 Responding to queries regarding consular services
 - 2.1.4 Assisting Thai nationals in distressed in Canada
 - 2.1.5 Perform other duties as assigned

2.2 Consular Assistant (Position 2 - Salary \$3,544.00)

2.2.1 Main responsibility includes supporting the hiring of Thai workers in Canada, coordinating with hiring employers, supporting Thai communities' events and updating the database of Thai nationals residing in Canada

2.2.2 Assisting Thai nationals in distressed in Canada

2.2.3 Creating digital content related to consular services and publishing on the Consulate's available channels

2.1.4 Supporting Consular Section in document legalization, Thai passport application and Thai visa application

2.2.5 Responding to queries regarding consular services

2.2.6 Perform other duties as assigned

3. Required Documents

3.1 Resume

3.2 Proof of education

Applications can be submitted in person (Monday to Friday, 10.00 a.m. – 12.00 p.m. and 2.00 – 4.00 p.m.), by mail to the Royal Thai Consulate-General (1040 Burrard Street, Vancouver, BC V6Z 2R9) or e-mail to info@thaiconsulatevancouver.ca by **21 September 2022**.

Short-listed candidates will be contacted by 23 September 2022. The written test and interview will be conducted at the Royal Thai Consulate-General on 29 September 2022 between 10.00 a.m. – 3.00 p.m. The selected candidates will be announced on 4 October 2022.

Announced on 8 September 2022



(Rutch Soratana)
Consul-General