



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

The Royal Thai Consulate-General in Vancouver is seeking two 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 \$3,031.00 – 3,544.00 per month
Start Date:	2 October 2023
Contract Duration:	2 October 2023 – 30 September 2024

1. Qualifications

- 1.1 Bachelor's Degree or equivalent
- 1.2 Good command of English and Thai (listening, writing, reading and speaking)
- 1.3 Knowledge of basic computer programs (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, etc.)
- 1.4 Must be a Canadian citizen or Permanent Resident of Canada or holder of an Open Work Permit which covers the entire duration of the contract

2. Job Descriptions

- 2.1 Supporting Thai ID card renewal application, Birth Certificate, Death Certificate, Marriage Certificate and Divorce Certificate registration
- 2.2 Supporting the document legalization, Thai passport application and Thai visa application
- 2.3 Supporting the document legalization of hiring of Thai workers in Canada, coordinating and supporting Thai communities' events and updating the database of Thai nationals residing in Canada
- 2.4 Assisting Thai nationals in distress in Canada
- 2.5 Responding to queries regarding consular services
- 2.6 Perform other duties as assigned

Resume can be submitted to info@thaiconsulatevancouver.ca (Subject "Application for the Consular Assistant position"), or in-person (Monday to Friday, 10.00 a.m. – 12.30 p.m. and 1.30 – 4.00 p.m.), or by mail to the Royal Thai Consulate-General (1040 Burrard Street, Vancouver, BC V6Z 2R9) by **18 September 2023**.

Short-listed candidates will be contacted by 19 September 2023. The written test and interview will be conducted at the Royal Thai Consulate-General during 20-22 September 2023. The selected candidates will be announced on 25 September 2023.

Announced on 7 September 2023



(Rutch Soratana)
Consul-General