

## Part-time Job Opportunities

### @ The Office of Commercial Affairs, Royal Thai Embassy

The Office of Commercial Affairs, Royal Thai Embassy, under the Department of International Trade Promotion, Ministry of Commerce of Thailand is now looking for a part-time staff who will work at our office for 2-3 days per week. The details of job information are as follows:

Position Title : Marketing Officer

Location : Office of Commercial Affairs, Royal Thai Embassy

6<sup>th</sup> Floor, Setani Buildingg, 5-4 Kojimachi, Chiyoda-ku, Tokyo, 102-0083

Starting Date : 17 April 2017 (2 – 3 days/week)

Allowance : 10,000 - 13,000 Yen per day (depending on qualifications and experiences)

#### Job Descriptions and Responsibilities

- Write analytical trade articles that will be useful to Thai exporters and entrepreneurs seeking to enter Japanese market;
- Analyze trade statistics and write reports of Thai export situation from Thailand to Japan in both macro overview and specific products/industries;
- Answer trade enquiries from both Thai and Japanese companies/entrepreneurs;
- Invite Japanese buyers/importers to trade fair in Thailand;
- Support daily office works or some special assignments or projects.
- Working as a translator or interpreter in some situations.

#### Qualifications

- Graduated with Bachelor's Degree or higher or studying in graduate level in Marketing, International Business, Economics, Business Administration, Engineering or related fields.
- Good command of spoken and written Japanese, English and Thai. (In case of Thai nationality, JLPT level N1 is required).
- Computer literacy: at least Microsoft Office (PowerPoint, Excel, Word) is required.
- Good interpersonal skills.
- Good analytical skills with ability to research and analyze market or economic data.
- Knowledge of Japanese market & industries or international business is an advantage.

### Recruitment Process

1. Submit a cover letter, CV (resume) with one recent photo, and copies of certificates which will be useful for the recruitment (e.g. education transcripts or certificates, language proficiency certificates, recommendation letter (s) or proof of working or on-the-job training experiences)
2. Have a written test (e.g. writing short trade article). The applicant (s) who pass(es) the test will be processed to the next step. The appointment of this step is around the first week of March 2017.
3. Have an interview session with the officers at the Office of Commercial Affairs, Royal Thai Embassy (Tokyo office). The appointment of this step is around the 4<sup>th</sup>-5<sup>th</sup> week of March 2017.

Application Deadline : by 28 February 2017.

### Contact Address

Please submit the documents stated in 1. of Recruitment Process section to [thaitctokyo@thaitrade.jp](mailto:thaitctokyo@thaitrade.jp) or fax. 03-3221-9484 by 28 February 2017.

For more information, please contact Mr. Sarig Ubolbarn, Tel. 03-3221-9482-3.