

Position Vacancy

The Embassy of the Grand Duchy of Luxembourg in Bangkok is looking to recruit a candidate (m/f) for the position of **Secretary / Administrative assistant**.

The secretary will be part of the Embassy staff and member of the administrative team. He or she will assist the Ambassador, the Deputy Head of Mission and the diplomatic staff with the secretarial and administrative work.

The candidate should be proficient in Thai, English and French (reading, writing and speaking)

The candidate must have a solid professional experience relevant to the duties concerned. A professional experience with an Embassy or an International Organisation will be considered an advantage.

The candidate should have strong organizational and planning skills with a special focus on multiple administrative tasks. He or she should also have strong computer skills and be familiar with common software programs. He or she should be able to work under pressure and time constraints.

The candidate will be discreet, responsible and respectful of the importance and the confidentiality of the information he or she may have access to.

The normal working hours are fixed at **40 hours per week, Monday through Friday from 8:30 AM to 5:30 PM**. However, the candidate should be flexible and, if needed, may be requested to work outside of normal working hours.

The requested documentation should include a letter of motivation, a complete CV and a passport size photo. Interested candidates are kindly invited to submit their application by email or by mail to the following address:

bangkok.amb@mae.etat.lu or

Embassy of Luxembourg

Q House Lumpini, 17th floor, 1 South Sathorn Road,
Tungmahamek, Sathorn,
Bangkok 10120 THAILAND

The candidates may be invited for interviews and possible written and/or oral tests. The chosen candidate should be free to start working at the Embassy as soon as possible.

The deadline for submission of applications is 3rd September 2018

