



**ROYAL THAI EMBASSY,  
ATHENS**

ANNOUNCEMENT

The Royal Thai Embassy in Athens is seeking qualified applicants for the position of “Translator/Interpreter-Secretary” of the Embassy. The applicants are required to meet the following qualifications and requirements:

1. Position

Translator/Interpreter-Secretary

2. Salary

The salary starts at Euro 1,155 per month.

3. Job Description

- To translate documents from Greek into English and from English into Greek
- To undertake communication and correspondence with government and private agencies
- To arrange program and visit for delegation from Thailand
- To perform secretarial duties
- To perform other functions related to the assigned job

4. Qualifications

- Age not be over 40 years
- Possession of a university degree, minimum bachelor’s degree
- Fluency in both oral and written English and Greek
- Secretarial skills and adaptability skills
- Knowledge in using computer tools, Word, Excel, etc.
- Secretarial and past work experience to the foreign embassy would also be taken into consideration
- Be honest and be willing to complete assigned tasks with enthusiasm

5. Application

Interested qualified candidates are invited to submit their curriculum vitae, a current photograph, a copy of identity card, a copy of the university certificate, and copies of the previous experience certificates to the Embassy, via e-mail : [thaiath@otenet.gr](mailto:thaiath@otenet.gr), before 21 October 2016.

6. Selection procedure

- Written examination

The Embassy will inform the pre-selected applicants for the written examination on 31 October 2016, via e-mail. The qualified applicants will be informed for the interview.

- Interview

The Embassy will inform the qualified applicants for the interview, on 7 November 2016, via e-mail.

- Notification of Acceptance

The Embassy will inform the selected candidate in due course via e-mail.

7. Date/Time/Place for the written examination

31 October 2016 at 10.00 hrs. at the Embassy

8. Date/Time/Place for the interview

7 November 2016 at 10.00 hrs. at the Embassy

