



EMBASSY OF SRI LANKA & PERMANENT MISSION IN BANGKOK

NO. 75/6-7, 13TH FLOOR, OCEAN TOWER II, SUKHUMVIT SOI 19, BANGKOK 10110, Thailand

Vacancy Announcement

Position - Receptionist cum Telephone Operator

The Embassy of Sri Lanka and Permanent Mission in Bangkok is seeking eligible and qualified applicants for the following locally engaged position in the Embassy.

Position : **Receptionist cum Telephone Operator**
Opening date : Immediate
Period of contract : One-year contract basis with initial 6 months probationary period

Basic functions of the position:

- Reception work & Telephone operation
- Consular related activities
- Coordination with Ministries/Departments/ Agencies/Authorities
- Coordinating on appointments/meeting/events/functions
- Translations and Interpretation

Qualifications required

- Excellent in both English and Thai (written and spoken)
- Bachelor Degree, experience in a similar field
- Secretarial qualifications

Submission of Applications:

Application/Curriculum Vitae with two referees could be forwarded to slemb.bangkok@mfa.gov.lk on or before **21.04.2025**.

For further information please contact the Embassy.

Telephone: +6621054851 (Ext 103)

Email : slemb.bangkok@mfa.gov.lk