



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 position in the Embassy.

Position	: Receptionist cum Telephone Operator
Opening date	: Immediate
Period of contract	: Permanent post with initial 1-year probationary period
Working Hours	: Full-time (40 hours per week)
Monthly salary	: 22,000 THB (30% of the basic salary as cost-of-living allowance and contribution for the annual compensation fund will be also added) (28,600 THB- in total)
Age	: Below 40 years

Basic functions of the position:

- Welcoming the clients,
- Response to telephone calls
- Registration of visitors
- Assist in promotional activities and events,
- Assist in Consular matters
- Deal with logistic matters of the Embassy
- Assisting translations and interpretation
- Maintenance of the library
- Airport duties

Qualifications required

- Excellent Command in speaking/reading/writing skills in Thai and English languages
- Excellent Communication and PR skills
- Should be a Thai citizen or possess valid Thai Visa
- Practical Knowledge of IT and technical work (including MS Word office application)
- Post- Secondary and Tertiary level of education qualification and holding a Degree would be an added qualification
- Experience in working as a Receptionist or prior employment at a Diplomatic Mission would be an added qualification
- Familiar with Government rules and regulations and institutional working experience
- Preferably close to Sukhumvit Soi 19, Wattana, Bangkok.

Submission of Applications:

Application/Curriculum Vitae with two referees could be forwarded to slemb.bangkok@mfa.gov.lk on or before 25.01.2026.

Recruitment process:

Shortlisted applicants will be called on for an interview. Selected applicant will be informed once the process is completed.

For further information please contact the Embassy.

Telephone: +6621054851

Email : slemb.bangkok@mfa.gov.lk