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 and Permanent Mission of the Democratic Socialist Republic of Sri Lanka in Bangkok is urgently seeking eligible and qualified applicants for the following locally engaged position at 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 11.12.2026.**

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