

## **Information Clerk**

### ***Category:***

General Services Staff

### ***Tenure of Appointment:***

Three years (inclusive of a probationary period of six months)

### ***Duties and Responsibilities:***

Under the immediate supervision of the ADMINISTRATIVE OFFICER, the incumbent shall:

- 1) Support the Centre in collecting and ensuring information is up-to-date.
- 2) Greet and check in people entering the Centre, and direct visitors to the appropriate department or personnel.
- 3) Respond to enquiries and provide information to visitors or the public.
- 4) Maintain records of visitor information, and assist in monitoring the premises to ensure security.
- 5) Coordinate and assist in events such as receptions and exhibitions.
- 6) Operate internal telephone communication; take messages, and provide basic information.
- 7) Receive, sort, and distribute mail and packages.
- 8) Provide administrative support, such as scanning and copying documents.
- 9) Assist in the basic editing of institutional and promotional videos.
- 10) Ensure meeting rooms are set up for appointments.
- 11) Undertake such other duties as assigned by the Administrative Officer, commensurate with the scope, purpose, and that which can be reasonably expected, of the post.

### ***Qualifications and experiences***

- a) Thai citizen, age between 25-40 years at time of application.
- b) At least a Bachelor's Degree in Business Administration, General management or related fields.
- c) Excellent communication and interpersonal skills, with good command of English.
- d) Competent computer and internet skills.
- f) Possess basic skill/knowledge in using computerized word processing, data base management, electronic spreadsheet applications on microcomputer.