The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflicts and other situations of violence and to provide them with assistance. It directs and coordinates the international relief activities conducted by the International Red Cross and Red Crescent Movement in situations of conflict. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

The ICRC Regional Delegation in Bangkok is looking for a:

**Welcome Assistant, based in Bangkok (2 positions)**

The Welcome Assistant will be under the supervision of Hospitality department. Our department is responsible for the visa, hotel, car booking and follow-up of domestic and international flights. It also organizes the new welcome of new national and international staff. Finally, this department is in charge of the organization of seminars, conferences and meetings taking place mostly in Bangkok.

**Your tasks**

- **Welcome Administrative Duties**
  - Update the expatriates' file and welcome database with all necessary information
  - Handles travel-related correspondence with headquarters and other delegations
  - Handles correspondence with the headquarters regarding family reunion, vacations, EoM and other administrative information linked with expatriate and their family
  - Handles all formalities related to the establishment/extension of residence visas, permits, licenses etc for expatriates and their families based in Thailand. Is in charge of relevant contacts with Ministries and government offices.

- **Visas and Permits**
  - Handles all formalities related to the establishment/extension of residence visa etc. for expatriates and their families.
  - Handles formalities for travel visas mobile and residence staff
  - In charge of relevant contacts with Ministries and government offices
  - Issues invitation letters for visiting staff to Thailand
  - Requests Thai ID card from Ministry for expatriates and their families
  - Requests Thai driving license from Ministry for expatriates and their families

- **Flight booking**
  - Handling of travel needs for ICRC staff members and visitors (incoming & outbound)
  - To manage reservations and control correctness
  - To follow-up and issuing of tickets at due time

**Selection requirements and experience**

- High school level or professional school
- 2 years’ experience in a similar function
- Very good command of written and spoken English
- Very good computer skills

**Your Profile**

- Robust organizational skills and good capacity to prioritize
- Maintains good relations with governmental & official representations of the country
- Excellent organisational and methodical skills.
- Good communication skills
What we offer

- Dynamic and challenging work environment in the humanitarian international set-up
- Attractive package depending on qualifications

Interested Thai citizens should submit their complete:
1) résumé  2) scanned transcript  3) application letter by e-mail to:

ban_recruitment_services@icrc.org
Attn : Administration Department/Human Resources

The closing date for the post will be: 7 November 2018
(please refer to the source of vacancy announcement e.g. website, newspaper, etc… in the application letter)
Kindly note that only short-listed candidates will be contacted for the interview.