

Recruitment

Thailand Board of Investment (BOI), Osaka Office

Position of Investment Promotion Assistant

Thailand Board of Investment (BOI) is the government agency operating under the Prime Minister's Office and is the principal organization for encouraging and promoting investment in Thailand. The BOI Osaka Office is seeking a qualified individual to work for the position of Assistant Investment Promotion Officer. Further details on the terms & conditions and the process for submission of application are summarized below.

1. Position: Investment Promotion Assistant, 1 Position

2. Salary, Qualifications, and Job Descriptions

2.1 Start-up Salary : 279,660 Yen per month

2.2 Qualifications :

- Japanese nationality
- Male or female
- Not over 50 years of age
- Good in Japanese and English (Thai language is an advantage)
- Good IT and MS Office skills
- Good interpersonal skills, people management, and human relations skills
- Must be highly responsible to work and be able to work with flexible hours
- Working experiences with Japanese company or Japanese organization would be plus

2.3 Job Descriptions :

- To provide information on investment promotion in Thailand to investors
- To coordinate with the Japanese government, local authorities, private sectors, and related counterparts in order to arrange and facilitate investment promotion in Thailand
- To study and collect information about economics and industry in Japan
- To identify targeted investors and follow up the potential ones
- To support for interpretation (Japanese/English) in the office
- To be responsible for other assigned jobs

3. Workplace: Bangkok Bank Building 7th Floor, 1-9-16 Kyutaro-Machi, Chuo-Ku, Osaka 541-0056

4. To Apply:

4.1 Application should be submitted **by Friday, 29 January 2020** to

Thailand Board of Investment (BOI), Osaka Office

Bangkok Bank Building 7F, 1-9-16 Kyutaro-Machi, Chuo-Ku, Osaka 541-0056

4.2 Supporting documents for the job application

(1) Curriculum Vitae in English

(2) One recent photo (3.5 cm x 4.5 cm)

(3) Copy of ID card or passport

(4) Copy of transcript or degree certificate

(5) Copy of employment certificate (if available)

(6) Copy of certificate of proficiency in Japanese/English (if available)

(7) Copy of Japanese driving license (if available)

5. Selection Method: BOI Osaka Office will select qualified applicants by interview

6. Contact: Thailand Board of Investment (BOI), Osaka Office

Bangkok Bank Building 7F, 1-9-16 Kyutaro-Machi, Chuo-Ku, Osaka 541-0056

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