



JOB VACANCY

Position: A Full Time Driver

Gross Salary: 1,902 EURO/Month

Office of Customs Affairs, Royal Thai Embassy Brussels, is recruiting a full-time driver for diplomatic missions and related duties. Gross salary for entry level is 1,902 euros/month.

Job Responsibilities:

- Drive diplomats and office staff to designated places
- Be prompt to follow instructions on pick-up and drop-off
- Conduct basic maintenance check on the vehicles
- Maintain proper records of mileage and petrol
- Be responsible for the upkeep of the office vehicles
- Perform related duties as required
- Assist with ad hoc tasks when required

Job Requirements:

- Minimum level of education: high school diploma (*baccalauréat*) or vocational diploma (*diplôme supérieur*) or equivalent
- A good command of English is required
- A good command of French **OR** Dutch is required
- Knowledge of computer software for office administration
- Driving experience with safe and careful driving behavior
- Be familiar with road networks, traffic rules, and locations in Belgium
- Five working days per week, Monday to Friday (normal office hours 9.00-17.00)
- Ability to work after normal office hours (or OT) and on weekends, when necessary
- A pleasant personality with professionalism, courtesy, responsibility, and commitment
- Ability to work in team and deal effectively and patiently with others

Required Documents:

- Cover letter
- CV with a recent photo (taken within the last six months)
- **Police clearance certificate (*extrait de casier judiciaire central*)**
- Copy of valid driver's licence "B"
- Copy of national ID card issued by Belgium
- Proof of proficiency in English, French or Dutch such as a certification or a transcript

Office of Customs Affairs, Royal Thai Embassy Brussels, provides opportunities for long term career development. Interested candidates are invited to submit **all the above required documents in ENGLISH** to thaicustomsinfo@gmail.com or hand in your application in person at our office: Dreve du Rembucher 89, 1170 Watermael-Boitsfort **from 3rd to 21st September 2018**. ONLY shortlisted candidates will be notified for interview.

