



Administrative Officer at the Embassy of Denmark in Bangkok, Thailand

Position: Administrative Officer

Type of contract: Full time, 37 hours per week

Starting date: 1 August 2026 (or depending on security clearance)

Location: The Embassy of Denmark, 10 Sathorn Soi 1, 10120 Bangkok, Thailand

Application deadline: Friday 15 May 2026 at 12.00 pm (local Thai time)

Join Our Team at the Embassy of Denmark in Thailand

The Embassy of Denmark in Thailand is looking for a full-time Administrative Officer to join our administration team.

Our administrative team manages a broad range of responsibilities, including building management, staff housing, HR, IT-related issues, contracts, and finance. We place a strong emphasis on compliance and sustainability in all our administrative tasks. This is an exciting opportunity to join our Embassy and collaborate with outstanding colleagues in a multicultural environment.

Your tasks will include the following:

As the Administrative Officer, you will be responsible for communicating and following the administrative guidelines and regulations from the Ministry of Foreign Affairs of Denmark, ensuring that the Embassy remains compliant on various matters within HR and administration.

Tasks and responsibilities:

- Assisting the posted Head of Administration with HR-related matters, including recruitment processes, onboarding, contract administration, and general staff support.
- Staff housing for posted staff, including maintaining inventory lists, managing lease agreements, coordinating with landlords and agents, arranging moves, and procuring necessary furniture and equipment.
- Managing and maintaining inventory lists at the Chancellery and Residence, ensuring accuracy, regular updates, and compliance with applicable rules and procedures.
- Providing support to the Head of Administration by assisting with various tasks and assignments as needed, including planning of internal events.
- Being part of the administrative team and acting as a stand-in for other colleagues.
- Managing and contributing to ad hoc tasks and administrative projects, including process improvements and cross-functional initiatives as required.

About you

- A strong team player with a positive and proactive attitude, pleasant personality, service-minded, good social skills and high self-motivation. A quick learner with a good eye for understanding guidelines etc.
- A commitment to deliver high-level service in a professional and efficient manner.
- Prior administrative experience, preferably from an Embassy or international organization including strong IT skills.
- Excellent communication skills in English, both written and oral.
- Proficiency in written and spoken Danish (or Swedish/Norwegian) is required.
- Good communication skills in Thai are an advantage.
- Good organisational skills and high capacity for multi-tasking and time management.



- Prior experience with personnel management and finance will be an advantage.
- Sustainability awareness is an advantage.

We offer

- A permanent position in an international, dynamic environment where we place great emphasis on delegation of tasks and responsibilities, openness, independence and a minimum of hierarchy.
- Favourable employment conditions, healthcare coverage according to staff rules, pension scheme in accordance with the corporate rules of the Danish Ministry of Foreign Affairs.
- Standard working hours of 37 hours per week including lunch.
- 23 days of leave per year as well as public holidays equivalent to the number of Danish holidays any given year.
- The opportunity to further develop your competences in an international setting.
- Being part of a team with helpful and positive colleagues in a busy and growing Embassy.

The Administrative Officer will be employed according to regulations for local staff at the Embassy of Denmark in Thailand. The appointment is subject to a successful security clearance obtained from the relevant Danish authority.

Application and recruitment process

To apply for the position, please send your application to bkkambhr@um.dk with the following documents:

- Cover letter/motivational letter; your motivation for applying for the position and how you see yourself adding value to both the position and the Embassy as a workplace.
- CV in English.
- Documentation for relevant education and recommendations.
- The selected candidates will be asked to present 2-3 references with contact information.

** Please make sure to combine all the mentioned documents into one PDF file.

Please mark your application: "Application: Administrative Officer" in the subject line and deadline is Friday 15 May 2026 at 12 pm (local Thai time). Applications received after the deadline will not be taken into consideration. Selected candidates will be invited for an interview soon after the deadline.

The Embassy emphasises equal opportunities for everyone and welcomes applications from qualified persons regardless of race, gender, religion, sexuality or disability.

Questions

For any questions regarding the position, please contact Head of Administration Charlotte Duelund Zichau on e-mail: bkkambhr@um.dk.

About us

The Embassy of Denmark in Thailand is part of the Danish Foreign Service. You can read more about the Danish Embassy in Bangkok at <https://thailand.um.dk>