



ST. THERESA INTERNATIONAL COLLEGE

**Job Title:** Secretary

**Salary:** Negotiable

**Experience:** At least 2 years

**Job Description & Responsibility:**

- Drafting, correspondence, official and non-official documentation
- Reporting and making Minutes of the Meetings
- Language translation work
- Other works as assigned

**Job Specification:**

- Female 30 years old up
- Bachelors Degree – Language, Secretarial, or other related Major
- Experience and ability in writing, interpretation, summarization
- At least 2 years of experience in the secretariat work
- Punctual and responsible
- Proficiency in English language (needs to handle all documents that are in English)
- Microsoft Office computer skills
- TOEIC test score not lower than 600

**Contact:**

Please submit your application to [mae@stic.ac.th](mailto:mae@stic.ac.th) and cc to [hr@stic.ac.th](mailto:hr@stic.ac.th) and [hre@stic.ac.th](mailto:hre@stic.ac.th) or contact our recruitment office at +66- 37-349933 – 6 Loc. 117.

**Address:**

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