



Tourism Authority of Thailand, Fukuoka Office



**Recruitment**  
**Tourism Authority of Thailand Fukuoka Office**

**Information Officer (1 position)**

Tourism Authority of Thailand Fukuoka Office is recruiting applicants for the position of information officer to start from January ~ February 2019.

The applicant should be required the following qualifications:

1. Hold Bachelor degree from accredited universities.
2. Have knowledge about Thailand.
3. Be fluent in listening, speaking, reading and writing in Japanese and English.  
Thai language skill is an advantage.
4. Have a good command of computer skills to manage data and communications.  
Knowledge of Adobe Illustrators and Adobe Photoshop is an advantage.
5. Live in Japan legally.
6. Have Good health condition and be able to occasionally travel to Thailand.

To Apply: Application should be arrived by November 30, 2018 by e-mail: [suthep@tatosa.com](mailto:suthep@tatosa.com)  
Please attach the following documents.

1. Curriculum vitae (Resume) in English with color ID photo.
2. Letter of Intention in English.
3. Copy of Degree Certificate
4. Copy of Certificate of Proficiency for English (TOEFL, TOEIC etc.. ) if any.
5. Copy of Certificate of Proficiency for Japanese (Not required for Japanese)

Only qualified applicants will be contacted by December 10 to be invited for an interview in English. There will be 3 months of probation period before officially employed.

Inquiry: 092-287-9551 (13:00~17:00 Monday through Friday)

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### **Job Description for the Information Officer**

- (1) Welcome and provide tourist information, brochures and other related materials to walk-in visitors, including requests by mail, phone, fax, and e-mail etc...
- (2) Compile and update separate travel trade and consumer mailing lists utilizing requests and inquiries received, including a monthly report on the number and nature of inquiries.
- (3) Create brochures and related material inventories and maintain their stocks.
- (4) Create and update tourist information data.
- (5) Attend the office's stand or booth in trade and/or consumer travel promotional events when assigned.
- (6) Answer the telephone and provide information / assistance or routes the caller to the appropriate personnel
- (7) Monitor office supplies and office equipment and facilities.
- (8) Perform other tasks as assigned.