



## Housekeeper at the Royal Danish Embassy in Bangkok - Readvertisement

<b>Position:</b>	Housekeeper
<b>Type of employment:</b>	Full-time. Employed according to regulations for local staff at the Royal Danish Embassy in Bangkok, Thailand
<b>Starting date:</b>	As soon as possible
<b>Location:</b>	Royal Danish Embassy in Bangkok, Thailand
<b>Deadline for application:</b>	Friday 17 January 2025 at 12pm (ICT)

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### Join Our Team at the Embassy of Denmark in Thailand

The Royal Danish Embassy in Bangkok is seeking a Housekeeper to maintain the Residence of the Ambassador and provide occasional support at the Embassy. The primary responsibilities include cleaning and general housekeeping duties at the Residence, with additional tasks at the Embassy as required.

#### Tasks and responsibilities:

- Perform daily cleaning tasks such as dusting, vacuuming, mopping, and sweeping.
- Clean and sanitize bathrooms, including sinks, toilets, and showers.
- Change bed linens and make beds.
- Wash, dry, fold, and iron laundry, including linens and personal clothing.
- Empty trash and recycling bins and ensure proper disposal of waste.
- Perform deep cleaning tasks as needed, such as window washing and cleaning appliances.
- Organize and tidy up rooms, closets, and storage areas.
- Follow all health and safety regulations.
- Assist with special events, parties, or additional tasks as needed.
- Assist with meal preparation, serving, and cleanup as needed.

#### **About you**

- Appropriate qualifications and equivalent experience
- Able to communicate in English and Thai
- Flexible, punctual, and reliable

#### **We offer**

- A 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 according to the corporate rules of the Danish Ministry of Foreign Affairs.
- Standard working hours of 37 hours per week, including lunch break.
- 23 days of leave per year as well as public holiday's 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 large Embassy.

### **Application and recruitment process**

To apply for the position, please send your application to [bkkambhr@um.dk](mailto: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 experience and recommendations.
- Please make sure to merge all the above documents into one PDF file.

Please mark your application: "Application: Housekeeper" in the subject line and Deadline is Friday 17 January 2025 at 12pm (ICT). Applications received after the deadline will not be taken into consideration.

Due to personal data regulations (GDPR), applicants can choose to send the application via e-Boks (read "how to" here: <http://thailand.um.dk/da/om-os/Kontakt/send-digital-post/>) or as a regular letter.

Selected candidates will be invited for an interview soon after deadline. Final candidates will have to pass security clearance by the Danish authorities. Expected starting date is flexible depending on availability and security clearance.

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](mailto:bkkambhr@um.dk).

### **About us**

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