



Housekeeper/Service Assistant at the Royal Danish Embassy in Bangkok

Position:	Housekeeper/Service Assistant
Type of employment:	Full-time. Employed according to regulations for local staff at the Royal Danish Embassy in Bangkok, Thailand
Starting date:	As soon as possible
Location:	Royal Danish Embassy in Bangkok, Thailand
Deadline for application:	Monday 3 November 2025 at 12pm (ICT)

Join Our Team at the Embassy of Denmark in Thailand

The Royal Danish Embassy in Bangkok is seeking a service-minded Housekeeper/service assistant to support both the Ambassador's Residence and the embassy with a priority to the residence during official functions, meetings, receptions and events.

The primary responsibilities include cleaning and general housekeeping duties both at the embassy and at the residence, as well as assisting with event preparation, table setting, and food and beverage service during official functions, receptions and events.

Tasks and responsibilities:

- Maintain cleanliness and tidiness at both the Ambassador's Residence and the Embassy, including daily cleaning, laundry, and organization of rooms and common areas.
- Ensure guest rooms and representative areas are kept in excellent condition at all times.
- Assist with food and beverage service during official functions, meetings, and receptions - including table setting, serving meals and drinks, and ensuring a smooth and professional service experience.
- Support with event preparation and cleanup, such as arranging tables, polishing glassware and cutlery, and maintaining a neat environment before, during, and after events.
- Assist with meal preparation, plating, and kitchen organization when needed.
- Help manage cleaning and service supplies to ensure everything is well-stocked and ready for use.
- Perform occasional deep cleaning tasks (e.g., windows, appliances, upholstery) as required.
- Follow all health, hygiene, and safety procedures.

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.
- Working hours of 40 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 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/Service Assistant" in the subject line and Deadline is Monday 3 November 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.

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/>