



# SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

## Job Opportunity

Position: Visa Officer

(This position is for a Thai national only)

Department: Visa Office

Salary: Dependent on experience

General: Shrewsbury International School Bangkok City Campus

**Key Responsibilities:** The Visa Officer at Shrewsbury International School Bangkok City Campus reports to the School Manager. The team members liaise with the statutory authorities and government agencies in order to arrange teaching licenses, visas and work permits for the staff of the school. The Visa Officer will:

- respond efficiently to enquiries from staff and government agencies regarding teaching licences, visas and work permits;
- prepare applications and relevant supporting documents for work permits and visas in accordance with government agencies;
- ensure full understanding of the latest rules and regulations concerning permits and visas as issued by the statutory authorities;
- accompany and represent staff members at the immigration Bureau, Labour Department and related organisations in applying for residence and work permits;
- ensure all legal requirements are completed in timely manner;
- maintain and update database and folders of staff information including expiry dates of documents;

- ensure effective communication with other department and members of staff ensuring sufficient notice and preparation is given before renewal deadlines fall;
- work closely with Human Resources Department to ensure a smooth hiring procedure and correct paperwork is produced for the hiring of new members of staff;
- assist in other administrative functions as assigned by the School Manager.

Professional  
Expectations:

The Visa Officer will:

- have a degree or equivalent qualifications;
- be flexible in their approach to work and enjoy working as part of a team;
- possess effective communication with good command of English in both speaking and writing;
- be professional, neat and presentable in their personal appearance;
- have good interpersonal skills and be proactive and adaptable;
- be efficient and accurate in dealing with all enquiries;
- be competent in the use of Microsoft Office applications;
- be able to prioritise workloads and be able to work effectively in a busy environment;
- be prepared to make regular visits to government agencies;

Child  
Safeguarding:

Shrewsbury International School Bangkok City Campus is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to

- attend in-house Child Safeguarding programmes;
- promote and safeguard the welfare of all children in the school
- report to the Child Protection Officer any concerns they have for the welfare of a child.
- keep professional relationships with children where personal boundaries are respected and maintained
- seek advice from a Line Manager or Child Protection Officer

with issues or concerns related to Child Safeguarding.

Requirements:

- Satisfactory Thai Police Criminal Record check
- Confirmation of identity
- Satisfactory references
- Verification of qualifications and work experience

How to Apply:

Applications will be only be accepted on the official Shrewsbury International School Bangkok City Campus Application Form, which is available on the school website “Job Vacancies” page.

(<http://city.shrewsbury.ac.th/Current-Vacancies>)

Further Details:

Full details of the school are available on our website at [city.shrewsbury.ac.th](http://city.shrewsbury.ac.th)

Any queries should be forwarded to [jobs-city@shrewsbury.ac.th](mailto:jobs-city@shrewsbury.ac.th).