



**POSITION TITLE:** Visa Work Permit Officer and Military Chief

**DEPARTMENT:** Administrative

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**PURPOSE:**

The role of the Visa Work Permit Officer is to liaise with the statutory authorities and government agencies in order to arrange teaching licenses, visas, and work permits for all school staff, Expatriates employed within the school.

**ESSENTIAL FUNCTIONS:**

The Visa work permit office will assist the Admission Manager, Head of the School, Manager, and Thai Director with the following:

**Visa Work permit officer:**

- Respond efficiently to inquiries from staff and government agencies regarding teaching licenses, visas, and work permits
- Prepare applications and relevant supporting documents for teaching licenses, visas, and work permits in accordance with government agencies' requirement
- Monitor valid required legal document completion for both local and overseas staff
- Develop, conduct, and update legal document information e.g. visa, 90 days stay, work permit, etc. to establish overseas staff
- Ensure full understanding of the latest rules and regulations concerning teaching licenses, visas, and work permits as issued by the statutory authorities
- Accompany and represent staff members at the Immigration Bureau, Labour Department, and related organizations in applying for visa and work permits
- Ensure all legal requirements are completed in a timely manner
- Maintain and update database and folders of staff information including expiry dates of documents
- Reports to superior on work status and anticipate critical activities which might have an effect on project/job execution
- Make a good relationship with Labour Department and Immigration officer in order to make all application processes and negotiations more smooth.
- Prepare applications and relevant supporting documents for students, and parents and give out updated information regarding visa applications. Also, assist at Immigration in-person if necessary to make a new family have a pleasant introduction experience.

**Military Chief:**

- Giving out information to students and parents on how to join the military program.
- Informing the students about rules and test that is required for military service.
- Registering students in the military system, preparing all needed documents for them
- Accompanying students at Military Training and Center Khao Chon Kai Camp giving them

assistance and support.

- Update the rules and schedules of the military training with parents and students.
- Maintain a good relationship with the officer and military center as well as parents and students.

**Any other works:**

Assist in other administrative functions in the school as assigned.

**SUPERVISION**

Visa Work Permit Officer and Military Chief is supervised by the Admission Manager, Head of School, Manager, and Thai Director

**What works well already?**

I love that all my colleagues are giving 100% to not just only their work but also to helping together as teamwork.

**What can we do better?**

As working under a pressure situation outside the school we can not control things sometimes so I would need a lot of support and understanding from the people involved especially during the busy period.