

**EMBASSY OF INDIA**

**BEIJING**

**ADVERTISEMENT**

Applications are invited from qualified and experienced candidates who have good knowledge of written & spoken English and possess excellent computer skills:

<b>S. No.</b>	<b>Post &amp; Take home salary</b>	<b>Qualification</b>	<b>Job Profile</b>
1.	<b>Accountant (RMB 8100 Approx)</b>	1. Bachelor's Degree with accounting knowledge 2. Excellent written & spoken English and Chinese and translation skills 3. Proficient in using Microsoft Office	1. Generate vouchers 2. Vouchers Management 3. Writing bank transfer forms and cheque. 4. Liaise with Bank and local authorities on regular basis 5. Translation of notes from English to Chinese and Chinese to English 6. Any other duties assigned
2.	<b>Clerk (RMB 6500 Approx)</b>	1. Bachelor's Degree 2. 2-3 years' work experience 3. Excellent written & spoken English and Chinese and translation skills 4. Proficient in using Microsoft Office	1. Assist in procurement of quotations of goods and services related to office use 2. Purchase of office equipment including computers and peripherals 3. To process telephone and fax bills of office and residences 4. Contact local companies dealing with cleaning, gardening and maintenance of old and new chancery buildings 5. Any other duties assigned
3.	<b>Clerk (RMB 6500 Approx)</b>	1. Bachelor's degree in English 2. Excellent written & spoken English and Chinese and translation skills 3. Proficient in using Microsoft Office	1. Supervision of visitors to the auditorium 2. Liaison with local cultural organizations for organization of cultural events 3. Translation of notes from English to Chinese and Chinese to English 4. Assistance in procurement of items for the Culture Wing and for organization of events. 5. Organizing outreach activities 6. Liaison with Provincial FAOs 7. Any other duties assigned
4.	<b>Boiler-cum-Gardner-Cleaner (RMB 4500 approx)</b>	1. Passed in senior high or equivalent 2. Basic knowledge of English will be an added advantage.	1. Perform various cleaning actions such as dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc 2. Maintaining Garden in the Embassy 3. Maintaining lawns and other green spaces 4. Follow all health and safety regulations

The applications may be sent with latest resume and photograph to the Head of Chancery, Embassy of India, No. 5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing-100600. **Application should reach by May 2, 2020.** Email : [adm2.beijing@mea.gov.in](mailto:adm2.beijing@mea.gov.in) (apply in English only)

## 印度共和国驻华大使馆

### 招聘启事

应聘者须掌握良好的英语听说技能并能够熟练操作电脑：

职位及税后工资	应聘要求	岗位职责
1. 会计 (约人民币8100元)	1. 学士学位且掌握相关会计知识 2. 出色的英语听说及中英互译技巧 3. 熟练掌握微软办公软件	1. 开具财务票据 2. 财务票据整理 3. 处理银行转账及支票 4. 负责银行及其他相关人员的日常对接 5. 照会翻译 6. 完成其他分配的任务
2. 文员 (约人民币6500元)	1. 学士学位 2. 2-3 年工作经验 3. 出色的英语听说及中英互译技巧 4. 熟练掌握微软办公软件	1. 协助获取办公用物品及服务的报价 2. 办公用品采购 3. 处理月度电话费账单 4. 与物业及保洁公司沟通安排处理使馆的日常维护及保洁工作 5. 完成其他分配的任务
3. 文员 (约人民币6500元)	1. 学士学位，英语专业 2. 出色的英语听说及中英互译技巧 3. 熟练掌握微软办公软件	1. 处理礼堂到访者相关事务 2. 负责与文化机构及组织的联系工作 3. 照会翻译 4. 协助文化处及文化活动的采购工作 5. 组织宣传工作 6. 负责与省级外办联系 7. 完成其他分配的任务
4. 花工/保洁 (约人民币4500元)	1. 高中或同等学历 2. 有基本英语沟通能力优先	1. 保洁工作，如除尘、扫地、清洁排风口及卫生间等 2. 维护使馆花园 3. 维护草地及其它绿地 4. 遵守健康及安全法规

应聘者请在2020年5月2日前将个人简历及照片寄送至印度共和国驻华大使馆，地址：北京市朝阳区亮马桥北街5号，邮编：100600，或发送电子邮件至[admn2.beijing@mea.gov.in](mailto:admn2.beijing@mea.gov.in) (只接收英文简历)