

Advertisement

The Embassy of India in Beijing requires immediately a qualified employee for the following post of Clerk.

Requisite Eligibility Criteria:

- Bachelor's Degree (preferably in Economics, Business Administration or equivalent degree in Finance.)
- Proficient in using Microsoft Office/Libre Office
- Excellent written & spoken English and Chinese and translation skills
- Good typing speed
- 3 years of work experience

Job Profile

- Translating various documents from Chinese to English and English to Chinese respectively.
- Coordinating with local Chinese contacts at various levels in English-Chinese. Office procedures and any other duties assigned.
- Knowledge of good office record keeping management, follow up mechanism etc.
- Procurement of items for the Embassy.
- Protocol duties, handling of social media and publicity related work and general administrative work.

Pay : RMB 9200/- (Approx.) (This includes Embassy's Social Security Contribution of 38.7% and 22.2% Social Security Contributions by staff) + other benefits

Interested Chinese candidates or having work permit in China may send their job application and resume with photograph before 22 January, 2024.

Post Address

Head of Chancery,
Embassy of India,
No. 5, Liang Ma Qiao Bei Jie,
Chaoyang District,
Beijing-100600.
Contact: +86 10 85312580

Fax: +86 10 85312574

E-mail: ssadmn.beijing@mea.gov.in (Only in English)
admn1.beijing@mea.gov.in (Only in English)

招聘信息

印度驻华大使馆现急聘以下文员职位，应聘者需符合下列要求。

任职资格：

- 本科学位（经济、商务管理硕士或金融学同等学历为佳）
- 出色的微软/Libre 办公软件技能
- 应聘者必须具有优秀的英文、中文书写和口语能力，以及翻译技能
- 良好的打字速度
- 3 年工作经验

工作内容：

- 不同文件的中英文互译。
- 协调与各个层级中方联系人的沟通，包括工作流程以及其他交付的工作内容。
- 具备良好的办公记录保存管理、跟进机制等知识。
- 为大使馆采购物品。
- 礼宾职责、社交媒体和公众宣传相关的工作内容以及一般行政事务工作

薪酬：

约为人民币 9200 元（包括使馆缴纳的 38.7%和员工个人缴纳的 22.2%社保）

有意向的中国应聘者 and 持有中国工作许可证的申请人，请于 2024 年 1 月 22 日之前将简历（附照片）寄送至：

邮寄地址

办公室

印度大使馆

亮马桥北街 5 号

朝阳区

北京 100600

联系方式：+86 10 85312580

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