

招聘信息

印度驻华大使馆现急聘以下职位，我们期待您充满活力、勤奋，且符合下列要求：

职位等级：文员

薪酬等级：人民币 5500 元起

税后收入：约人民币 6420 元/ - （不包括使馆缴纳的 44.2% 社保和员工个人缴纳的 22.2% 社保）

序号	学历：	工作简介：
1	学士学位	使馆往来文件翻译，协助使馆与中方办事部门的中英沟通，办公室工作和其他被分配的任务
2	熟练使用 Microsoft Office 和 Libre Office	
3	优秀的中英书面写作能力和口语能力，并具备中英翻译能力	

有意向的应聘者（非中国籍人员需持有工作许可证）均可申请，请于 2018 年 10 月 16 日之前将简历（附照片）寄送到以下地址：

邮寄地址

办公室主任

印度大使馆

亮马桥北街 5 号

朝阳区

北京 100600

联系方式：+86 10 85312550

传真：+86 10 85312574

电子邮件：ssadmn.beijing@mea.gov.in（仅限英文）

admn2.beijing@mea.gov.in（仅限英文）

Advertisement

The Embassy of India in Beijing requires immediately a qualified, energetic and hardworking staff for the following posts:

Rank of the Post : Clerk

Pay Scale: RMB 5500 starting

Pay in Hand: RMB 6420/- (Approx) (This excludes Embassy Social Security Contribution of 44.2% and 22.2% Social Security Contributions by staff)

Sl No.	Education Qualification:	Job Profile:
1.	Bachelor's Degree	Translating various incoming & outgoing communications from Chinese to English and English to Chinese respectively, liaisoning with local contacts in English-Chinese, office procedures and any other duties assigned
2.	Proficient in using Microsoft Office/Libre Office	
3.	Excellent written & spoken English and Chinese and translation skills	

Interested Chinese candidates or having work permit in China may send their job application and resume with photograph before 16 October, 2018.

Post Address

Head of Chancery,
Embassy of India,
No. 5, Liang Ma Qiao Bei Jie,
Chaoyang District,
Beijing-100600.
Contact: +86 10 85312550

Fax: +86 10 85312574

E-mail: ssadmn.beijing@mea.gov.in(Only in English)
admn2.beijing@mea.gov.in (Only in English)