

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 08th July, 2022.

Post Address

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