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|  | bigthreelions | **Embassy of India, Beijing****5 Liang Ma Qiao Bei Jie,** **Chaoyang District Beijing 100 600, China** |

**Advertisement for recruitment of local employees**

 Embassy of India, Beijing is looking for suitable candidates for 8 vacancies as per details given below:

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| **S.****No.** | **Post &** **salary** | **Qualification** | **Job Profile** |
| **1.** | **Culture/****Information Assistant****(RMB 9888)** | 1.Bachelor’s/ Master’s degree in English with Major in English-Chinese translation 2. 2-3 years’ work experience 3. Excellent written & spoken English and Chinese and translation skills 4. Proficient in using Microsoft Office  | 1. Translation of notes, articles and media reports from English to Chinese and Chinese to English
2. Regular monitoring and management of social media including Weibo and uploading of information.
3. Assistance in procurement of items for the Culture Wing and for organization of events.
4. Supervision of visitors to the auditorium
5. Liaison with local cultural organizations for organization of cultural events
6. Any other duties assigned
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| **2.** | **Commercial Assistant****(RMB 8196)** | 1. Bachelor’s degree in Business Administration or equivalent degree 2. Excellent written & spoken English and Chinese and translation skills 3. Proficient in using Microsoft Office  | 1. Answering trade queries including basic verification and background of Chinese companies
2. Liaison with Chinese government agencies
3. Maintaining a database of official contacts
4. Liaison with Provincial FAOs
5. Translation of official Chinese communication into English
6. Interpretation at routine official meetings
7. Coordinating the visits of incoming government delegations
8. Make in India outreach efforts
9. Any other duties assigned
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| **3.** | **Accountant****(RMB 8196)** | 1.Bachelor’ s Degree with accounting knowledge2. Excellent written & spoken English and Chinese and translation skills 3. Proficient in using Microsoft Office  | 1. Generate vouchers
2. Arrange all the vouchers serially
3. Make box files of the office copies of the vouchers kept in the Mission
4. Writing bank transfer forms and cheques
5. Liaise with BoC whenever required
6. Any other duties assigned
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| **4.** | **Assistant****(RMB 8196)** | 1.Bachelor’s degree2. Excellent written & spoken English and Chinese and translation skills 3. Proficient in using Microsoft Office   | 1. Hotel and transport bookings for incoming delegations, both at Beijing and elsewhere in China and settlement of the bills on receipt
2. Facilitating incoming and outgoing delegations
3. Purchase of air and train tickets
4. Deployment of vehicles for official duties
5. Process custom clearance papers
6. Despatch of mail through Post and courier
7. Any other duties assigned
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| **5.** | **Property Clerk****(RMB 6504)** | 1.Bachelor’s Degree2. Excellent written & spoken English and Chinese and translation skills 3. Proficient in using Microsoft Office  | 1. Assist in procurement of quotations of goods and services related to office use
2. Purchase of office equipments including computers and peripherals
3. To process telephone and fax bills of office and residences
4. Purchase of Stationery items
5. Contact local companies dealing with cleaning, gardening and maintenance of old and new chancery buildings
6. Any other duties assigned
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| **6.** | **Consular and Education Wing****(RMB 6504)** | 1.Bachelor’s Degree2. Excellent written & spoken English and Chinese and translation skills 3. Proficient in using Microsoft Office  | 1. Constant liaison with local Ministry of Foreign Affairs, Ministry of Public Security, prison, immigration and airport authorities and provincial Foreign Affairs offices;
2. Issues related to education and Indian students studying in China
3. Translating various incoming & outgoing communications from Chinese to English and English to Chinese respectively.
4. Any other duties assigned
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| **7.** | **Visa Clerk** **(RMB 6504)** | 1.Bachelor’s Degree2. Excellent written & spoken English and Chinese and translation skills 3. Proficient in using Microsoft Office  | 1. Registration of Visa Applications at the Embassy counter;
2. Printing of visa stickers- Diplomatic, Service and Public Affairs Passports;
3. Filing of visa applications after issue of visa;
4. Preparation and Submission of List of visa applications received at Embassy counter;
5. Interpretation and other miscellaneous items of work related to Visa Section.
6. Collection & delivery of passports at the Embassy counter, whenever required.
7. Any other duties assigned
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| **8.** | **Receptionist****(RMB 6504)** | 1.Bachelor’s Degree2. Excellent written & spoken English and Chinese and translation skills 3. Proficient in using Microsoft Office  | 1. Receiving visitors at the Reception counter

and facilitating them; 1. Receiving telephone calls and forwarding to the concerned officers/ officials;
2. Receiving all incoming communications – through post/ courier or by hand and arrange to transmit to the concerned officers/ officials;
3. Translating various incoming & outgoing communications from Chinese to English and English to Chinese respectively.
4. Any other duties assigned.
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**Interested candidates may send their resume/ bio-data before January 24, 2017.**

**Postal Address:**

**Second Secretary(Administration),**

**Embassy of India,**

**No.5, Liang Ma Qiao, Bei Jie,**

**Chaoyang District, Beijing**

**Contact 00810 - 85312544 (English only)**

**Fax : 008610 – 85312574**

**Email :** **admn@indianembassy.org.cn** **(apply in English only)**