

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:

- **Assistant cum Interpreter: 1 POST**

Qualifying criteria:

- Bachelor's/ Master's degree in Eco/Trade/Business Management.
- Excellent MS Office and computer skills.
- Good Typing speed (40 wpm and above)
- Good knowledge about handling social media

Preferential Criteria:

- Good Knowledge about overseas business & data analysis.
- 2-3 years of work experience in trading.
- Excellent written and spoken English and Chinese and translation skills.
- Experience of report writing skills.

Job Profile:

- Translation of notes, articles and media reports from English to Chinese and Chinese to English.
- Regular monitoring and management of social media including Weibo, Wechat and Information from Internet.
- Assistance in organization of events.
- Engage and liaise with the Chinese Government Departments
- Interpretation at routine official meetings
- Coordinating the visits of incoming delegations
- Organizing participation in outreach activities.
- Any other duties assigned.

Pay in Hand: RMB 12750 (Approx) (excluding Social Security Contribution)

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 24th April, 2024.

Please contact: TEL: +86 10 85312552;

Fax: +86 10 85312574

E-mail: admn1.beijing@mea.gov.in

ssadmn.beijing@mea.gov.in

招聘启事

印度共和国驻华大使馆现招聘如下职位，应聘者需要精通英语口语和书写，拥有出色的计算机能力。

职位名称：翻译助理（1名）

任职资格：

- 学士/硕士学位，主修经济、贸易或商务管理相关专业；
- 出色的微软办公软件操作技能和计算机相关技能；
- 良好的打字速度（40 wpm 及以上）；
- 有社交媒体运营经验。

加分项：

- 良好的海外贸易和数据分析能力；
- 2-3 年贸易工作相关经验
- 出色的中英文书写、口语和翻译能力
- 出色的工作汇报写作能力

岗位职责：

- 相关纪要、文章和媒体报道的中英文互译；
- 定期监控和管理社交媒体，包括微博、微信和来自互联网上的相关信息；
- 协助组织相关活动；
- 参与和中国政府部门的接触和联络；
- 例行官方会面的口译；
- 协调代表团的访问；
- 组织参加相关外联活动；
- 使馆指派的其他工作内容。

收入：人民币约 12750 元（不含社保个人缴纳部分）

应聘者请将带照片的最新简历发至：北京市朝阳区亮马桥北街 5 号 印度驻华大使馆 办公室

邮编：100600

简历接收截止日期为 2024 年 04 月 24 日。

联系信息：电话：+86 10 85312552； 传真：+86 10 85312574

**邮箱：admn2.beijing@mea.gov.in
ssadmn.beijing@mea.gov.in**