

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：助理（1名）

任职资格：

- 英语专业学士/硕士学位，主修英中翻译；
- 出色的微软办公软件和计算机技能；
- 良好的打字速度（40 wpm 及以上）；
- 具备社交媒体运营经验。

加分资格：

- 2-3 年工作经验；
- 出色的中英文书写、口语和翻译能力。

岗位职责：

- 相关纪要、文章和媒体报道的中英文互译；
- 定期监测和管理运营微博、微信等信息平台的活动；
- 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 9888 元（不含社保个人缴纳部分 19.8%）

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 2022 年 03 月 16 日。

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

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Applications are invited from qualified and experienced candidates who have good knowledge of written & spoken English and possess excellent computer skills:

- **Assistant: 1 POST**

Qualifying criteria:

- Bachelor's/ Master's degree in English with Major in English-Chinese Translation
- Excellent MS Office and computer skills.
- Good Typing speed (40 wpm and above)
- Good knowledge about handling social media

Preferential Criteria:

- 2-3 years of work experience.
- Excellent written and spoken English and Chinese and translation 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 uploading of Information.
- 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 9888 (Approx) (excluding Social Security Contribution- 19.8%)

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 16th March, 2022.

Please contact: TEL: +86 10 85312552;

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