



**EMBASSY OF INDIA
BRUSSELS**

JOB OPPORTUNITY

The Embassy of India in Brussels is looking for a:

CLERK CUM RECEPTIONIST

Job Description :

The Clerk cum Receptionist will be expected to render all kinds of assistance in the smooth functioning of the Embassy including but not limited to liaising with various offices/organizations, making and attending to telephone calls, coordinating with various branches of local public offices etc.

Qualification and experience:

Essential qualification :

- (i) At least a bachelor degree (License)
- (ii) Oral and written capability in English
- (iii) Oral and written capability in French or Flemish
- (iv) Sound knowledge of computers – MS Word, MS Excel, MS Powerpoint, E-mail etc.

Desirable qualification :

- (i) Experience of work as Receptionist

Local Work Permit and Resident Visa:

Only candidates having local work-permit/resident visa etc., in compliance with local rules and regulations to work in foreign diplomatic missions will be eligible for consideration.

Contract:

The successful applicant will be employed for an initial period of 3 months which may be renewed further for a mutually agreeable period or he/she may be considered for regular appointment depending upon satisfactory performance. **Please send your curriculum vitae in English language to the attention of Mr. Shyam, ASO (General Administration), Embassy of India, 217 Chaussee de Vleurgat, 1050-Brussels (by Post) or to ga.brussels@mea.gov.in (by E-mail). Only selected candidates will be called for interview.**

Salary :

The Embassy of India, Brussels follows Belgian salary system (CP 200). The gross salary would be in the range of Euro 1800-2000. The net take home salary, however, would depend on age, size of family, contribution towards social security and tax.

Last date of receipt of applications : 18th September, 2020

Rajeev Ranjan
(Dr. Rajeev Ranjan)
Head of Chancery
27th August, 2020