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

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