

## **Vacancy of Steno/Typist in Commerce Wing of the Consulate**

Consulate General of India, Frankfurt, invites applications from suitable candidates for full-time position of Steno/Typist in Commerce Wing of the Consulate. Successful candidate will be appointed in the Pay Scale of €1976-59-2891-86-3721-112-4841. The remuneration package will include statutory leave as well as mandatory employer's social insurance contribution.

### **Job Profile:**

The candidate should be technically oriented and proficient in handling computer hardware, in addition to work relating to general administration & Accounts, organizing meetings, preparing statements in excel, any other duties as directed from time to time.

### **Eligibility:**

1. **Educational qualifications:** Minimum bachelor's degree in any stream or equivalent vocational training and work experience. Preference will be given to candidates with degree in Administration/Accounts.
2. **Language proficiency:** Proficiency in German and English - both written and spoken.
3. **Residence status:** German / EU citizen (with valid work permit) or any other national with valid work permit.
4. **Computer skills:** Good command in MS office, Excel, Power Point, other word processing softwares and good understanding of computer hardware and software.
5. **Experience:** 2 years of experience in relevant field .
6. **Abilities:** Demonstrates team playing ability. Intercultural competence & Pro-active approach. Strong management capability and ability to prioritize and deal with multiple tasks
7. **Age:** Between 21 -67 Years
8. **Apply by:** 12.02.2019
9. **Method of Submitting Application:** By e-mail /Post

Email : [hoc.frankfurt@mea.gov.in](mailto:hoc.frankfurt@mea.gov.in)

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