

## **Vacancy of Assistant in Administration Wing of the Consulate**

Consulate General of India, Frankfurt, invites applications from suitable candidates for full-time position of Assistant in Administration Wing of the Consulate. Successful candidate will be appointed in the Pay Scale of €2565-77-3720-112-4840-145-6290. The remuneration package will include statutory leave as well as mandatory employer's social insurance contribution.

### **Job Profile:**

The candidate should be ready to perform Protocol duties at the Airport at odd hours/on holidays in addition to work relating to general administration and Accounts, maintaining records, preparing statements in excel, generating reports etc., and any other duties as directed from 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 (Administration/Accounts preferable).
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)

Postal address: Head of Chancery, Consulate General of India,  
Friedrich Ebert Anlage, 26, 60325, Frankfurt/Main, Germany