

सत्यमेव जयते

EMBASSY OF INDIA
Guatemala City

JOB VACANCY FOR THE POST OF CLERK

The Embassy of India in Guatemala City invites applications for the position of Clerk from the applicants.

Job description, responsibilities and duties:

- Handling correspondence, including drafting letters, sending and receiving emails and making phone calls.
- Liaise with Guatemalan authorities and organizations
- Independently coordinate and organizing events
- Interact with visitors, clients, or other individuals to provide information, answer queries, or resolve issues.
- Data entry and maintaining records of various types
- Organizing and maintaining records, files, and other documents
- Arrange meetings and appointments and prepare record of discussions
- Any other task as assigned by the Embassy

Employee perks, benefits:

Starting pay will be USD 975/- (with Annual Bonuses, Incentive Bonus, annual increment and contribution to Social Security Insurance benefits)

Personality requirements and skills:

- Fluency (both oral and written) in English and Spanish language
- Good administrative, organizational and time management abilities
- Good communication skills (verbal as well as written)
- The applicant should have preferably a minimum of two years of related experience
- The person should be cordial and polite in dealing with the visitors and should be willing to learn and develop new skills
- The person should be hardworking and able to solve problems independently

Number of vacancies: One

Vacancy available from: 2 December 2024

Information about the selection process:

Candidates fulfilling the eligibility criteria will be called for a written test. Short-listed candidates thereafter will be called for interviews. Application with complete bio-data may be sent

on or before Monday, 18 November 2024 to:

Attache (Administration & Political), Embassy of India,
8 Avenida, Calle 15-07, Zone – 10, Guatemala City
Email: admn.guatemala@mea.gov.in