सत्यमेव जयते

EMBASSY OF INDIA

Guatemala

JOB VACANCY FOR THE POST OF CLERK

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

Qualification

Bachelor's degree with sound knowledge of computers, especially MS Office.

Job description, responsibilities and duties:

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

Employee perks, benefits:

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 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 Vacancy : One

Vacancy available from: 16.03.2026 (tentatively)

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.

How to Apply :

Please send your curriculum vitae (CV) (including name, photo, contact number and e-mail) in English language along with the required documents (ID Proof, proof of educational qualification, proof of experience and any other relevant documents) to the Embassy of India on the following address:

Shri Ravi Kumar Ramuka

Attache (Administration), Embassy of India,

3A Avenida, 17-59, Zone – 14, Guatemala City

Or the applications along with scanned documents can be emailed at

Email: admn.guatemala@mea.gov.in

Last date of Submission : Tuesday, 10 March 2026