

सत्यमेव जयते

EMBASSY OF INDIA
Guatemala City

JOB VACANCY FOR THE POST OF MESSENGER

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

Job description, responsibilities and duties:

- Dispatch of correspondence to various offices within and outside the building.
- Organizing and maintaining physical records, files, and other documents
- Preparing and serving tea, coffee to embassy officials, staff and visitors.
- Assisting in the preparations and set up of Embassy events and meetings.
- Assisting in routine office work like Photocopying, sending of fax, diary, dispatch, etc.
- Assisting during various events.
- Any other work, if assigned.

Employee perks, benefits:

Starting pay will be USD 640/- (Additional Cost of Living Allowance: 7.7%, Annual Bonuses, Incentive Bonus, annual increment and contribution to Social Security Insurance benefits)

Personality requirements and skills:

- High School or equivalent grade pass;
- Good communication skills in English;
- Basic knowledge of computer skills;
- Willingness to perform outdoor work, including beyond regular office hours.
- Good administrative, organizational and time management abilities
- 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

Information about the selection process:

Candidates fulfilling the eligibility criteria will be called for interview. Application with complete bio-data may be sent

on or before Friday, 7 February 2025 to:

Attache (Administration & Political), Embassy of India,
3 Avenida, 17-59, Zone – 14, Guatemala City
Email: admn.guatemala@mea.gov.in