



भारत का प्रधान कौंसुलावास
साओ पाउलो
Consulate General of India
Sao Paulo

No.Sao/Admn/579/3/2025

21st March 2025

VACANCY NOTICE

Applications are invited for the post of Receptionist-cum-Clerk in Consulate General of India, Sao Paulo. Following are the details regarding the vacancy.

Terms of Employment:

1. Full time permanent position (upon completion of probation)
2. Gross Salary : Starting at R\$ 4381 (mandatory deductions as admissible)
3. 30 days annual leave.

Essential Qualifications:

- University Degree or equivalent Diploma
- Fluency (both spoken and written) in English and Portuguese languages
- Good computer skills (including word processing, excel, email)
- Experience(3 to 5 years) in field of Administrative work

Desirable Qualifications:

- Good administrative, organizational and time management skills
- Willingness to learn and adapt
- Social media savvy

Age : Between 21-35 years

Job description :

- Handling Reception desk
- Administrative work such as contacting service providers
- Organising events
- Translations and interpreting from Portuguese to English and vice-versa
- Other tasks as may be assigned

Application Deadline: CV with recent picture alongwith covering letter in English must be submitted by email only by **28th March 2025.**

CVs may be sent by e-mail only at :

admn2.saopaulo@mea.gov.in