



भारत का प्रधान कौंसुलावास
साओ पालो (ब्राजील)
**CONSULATE GENERAL OF INDIA
SAO PAULO (BRAZIL)**

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07th May 2024

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:

4. Full time permanent position (upon completion of probation)
5. Salary : starting at R\$4381
6. 30 days Annual leave after completion of one year of service

Qualifications:

- University Degree or equivalent Diploma in Marketing or equivalent
- Good administrative, organizational and time management abilities
- Fluency (both oral and written) in English and Portuguese language
- Good computer skills (including word processing, excel, email)
- Excellent communication skills
- Willingness to learn and develop new skills
- Previous experience(3-5 years) of similar work would be desirable
- Candidates with Local Work Permit/Resident Visa etc., in compliance with local rules and regulations to work in foreign Diplomatic Missions will only be eligible for consideration.
- Those possessing skills of photo & video editing and handling of social media shall be given additional weightage.

Age : Between 21-35 years

Areas of Responsibilities :

Official work as assigned by supervising officers.

Application Deadline: CV alongwith covering letter in English must be submitted by email only by **21th May 2024**. Photograph may also be attached with the CV.

CVs may be sent by e-mail only at :

adm2.saopaulo@mea.gov.in