



Consulate General of India, Hong Kong

VACANCY NOTICE

Applications are invited for the following Post:

Job Title – Receptionist cum Clerk

Address – 16 A, United Centre, 95 Queensway, Admiralty, Hong Kong

Responsibility-

1. Attending telephone calls
2. Drafting letters, notes, invites etc.
3. Designing of posters, flyers etc. for Consulate events
4. Other office/ Secretarial work

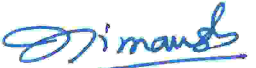
Desired Qualification-

1. Candidate should be proficient in English and Cantonese.
2. Good computer skills especially in MS Office and graphic designing.
3. Skills in designing posters, banners, flyers etc.

Terms-

1. Starting monthly salary is HK\$ 13000 + 1170 (COLA Allowance @ 9%) – 708.50 (Contribution to Mandatory Provident Fund @ 5%) = HK\$ 13461.50. There is an annual increment of HK\$ 390 . There is also an yearly bonus equal to one month's pay.
2. Office timing are 09.00 a.m. to 05.30 p.m. Monday to Friday.
3. Lunch break from 01.00 p.m. to 01.30 p.m.
4. Annual leave of 21 days & Sick Leave of 30 days is granted.

Interested applicants should have HKID or valid visa/permission to work in Hong Kong. Applications can be sent to the undersigned alongwith bio data and a copy of valid Hong Kong work ID/Resident visa by e-mail at hoc.hongkong@mea.gov.in or by post/by hand at 16A, United Centre, 95 Queensway, Admiralty, Hong Kong by 17 May 2024, Friday. For any clarifications, applicant may call telephone No. 39709922 or email at hoc.hongkong@mea.gov.in.


(Himanshu Gupta)
Head of Chancery
13-05-2024