

Consulate General of India

Hong Kong

VACANCY NOTICE

Applications are invited for the following vacancy:

Job Title: Messenger/ Office Attendant

Address: 16/F , United Centre, 95 Queensway, Admiralty, Hong Kong.

Responsibility/ Nature of Work:

1. Distribution of dak / files/ letters within the office and outside.
2. Prepare and collect dak / letters for the post office.
3. Faxing/Photocopying/Distributing letters/papers etc.
4. Help in arrangement of furniture for official functions/movement of books, small boxes, bags etc. for official purposes.
5. Any other ad-hoc work assigned.

Desired Qualification:

1. Basic understanding of English language is preferable.
2. Valid visa/permission to work in Hong Kong

Terms:

Starting salary is HKD 9000 per month with additional benefits like monthly 9 % cost of living allowance (COLA), annual increments, yearly bonus, mandatory provident fund (MPF), 21 Annual leaves and 30 Sick leaves per year. Office timings are 09.00 a.m. to 05.30 p.m. from Monday to Friday (Lunch break 01.00 p.m. - 01.30 p.m.)

Interested applicants should have Hong Kong Permanent ID or valid visa/permission to work in Hong Kong. Applications can be sent to the Head of Chancery along with bio-data and a copy of valid Hong Kong ID/Resident visa by 07.03.2025 by e-mail at hoc.hongkong@mea.gov.in , by post or by hand at Unit A, 16/F, United Centre, 95 Queensway, Admiralty, Hong Kong. For any clarification, applicants may call on telephone No. 39709926.


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(Surbhi Goyal)

Consul (Head of Chancery)