

Vacancy Advertisement

Position of Clerk in the Property Section of Embassy of India, Berlin

The Embassy of India in Berlin is inviting applications for hiring of a Clerk in the Property Section of the Embassy of India, Berlin.

Job Position - Full Time Clerk in the Property Section

Job Description -

- Maintenance of Embassy building and other property
- Calling for and evaluating quotations
- Preparation of tender documents and execution of tender proceedings
- Contracting and supervising external service providers
- Auditing and processing bills
- Interaction with property management agencies
- Translations, correspondence and minute-taking
- Organising infrastructure for public functions
- General office work, filing and organisation tasks
- Any other tasks as directed from time to time

Essential Qualifications:

1. **Educational:** Minimum bachelor's degree in any stream or equivalent vocational training.
2. **Language proficiency:** Native or equivalent German speaker. Excellent English language skills- both written and spoken.
3. **Residence status:** German / EU citizen (with valid work permit, if required) or any other national with valid work and residence permit.
4. **Computer skills:** Good IT skills especially in MS Office, Power-point, and Excel. Good understanding of computer hardware and software.
5. **Experience:** At least 2 years' experience in a field relevant to the job description would be desirable
6. **Age:** Between 20-40 Years

Soft Skills:

- Dedication and flexibility, Technical understanding and Service oriented
- Demonstrates creativity in Social Media tools and applications
- Analytical and structured way of working with high level of reliability and proactive approach
- Communicative and friendly personality with team spirit and intercultural competence
- Ability to multitask, work under pressure and handle even increased workload on schedule

Location - Berlin

Number of Vacancy- 1

Starting Salary (EUR) - Starting pay would be EUR 1900 in the pay scale 1900-57-2755-83-3585-108-4665 (beginning pay- annual increment to monthly pay in three stages-end pay). In addition to the gross pay, the Embassy will pay the employer share of the German Social Security package. The remuneration package also includes statutory leave.

To Apply - ***One Covering Letter, Curriculum Vitae (CV), valid work and residence permit can be e-mailed to: hoc.berlin@mea.gov.in, and CC to: ga.berlin@mea.gov.in, with Subject - 'Application for Clerk in the Property Section'***

Application Deadline: 06 October, 2019
