

Vacancy Advertisement

Position of Social Media-cum-Telephone Operator in Embassy of India, Berlin

The Embassy of India in Berlin is inviting applications for hiring of a Social Media-cum-Telephone Operator.

Job Position - Social Media-cum-Telephone Operator

Job Description -

- Social Media Strategy, content creation and management of social media handles
- Knowledge of photo and video editing software
- Attending to general telephone enquiries of the Mission
- Preparation of reports and record keeping
- Handling correspondences and communications
- Maintenance of stationery and stock registers
- Logistic support for tour/engagements and in-house events.
- General office work, filing and organisation work
- General Administrative tasks
- Any other work as directed from time to time

Essential Qualifications:

1. **Educational:** Bachelor's degree in any stream or equivalent vocational training.
2. **Language proficiency:** B2 level proficiency in German. Excellent English language skills- both written and spoken.
3. **Residence status:** German / EU / Indian citizen (with valid work and residence permit). Student Visa holders may not apply.
4. **Computer skills:** Proficient in MS Office. Understanding of computer hardware would be preferable.
5. **Social Media Skills:** Able to create social media strategy based on key objectives & deliverables, draft and post on social media, and monitor social media. Awareness of social media trends across multiple platforms.
6. **Experience:** At least 2 years' experience in a field relevant to the job description would be desirable.
7. **Age:** Between 21-40 Years

Soft Skills:

- Dedication and flexibility, Technical understanding and Service oriented
- Analytical and structured way of working with high level of reliability and proactive approach
- Communicative and friendly personality. Team spirit and intercultural competence
- Ability to multitask, work under pressure and handle increased workload

Location - Berlin

Number of Vacancy- 1

Starting Salary (EUR) - Starting pay: EUR 2242 plus 23.5% COLA in the pay scale €2242-67-3247-97-4217-127-5487 (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 Telephone Operator'***

Note: Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in a good physical and mental health, and not having any communicable illness.

Application Deadline: 31 January 2024
