



**Consulate General of India
Seattle**

**MOST IMMEDIATE
APPLICATIONS INVITED FOR MESSENGER/ MULTI-TASKING STAFF**

The Consulate General of India, Seattle invites applications for the post of "**Messenger (Office attendant-cum-Multi-tasking Staff)**", having an initial pay of **US\$2576/month**, which may increase incrementally on the basis of satisfactory performance upto \$6311/month over the employee's tenure.

It may be noted that this salary for this post of Messenger/Multi Tasking Staff will be regularized as per prescribed rates fixed by the Ministry of External Affairs, Government of India.

No. of Posts: Two(2).

Required qualifications and skill set:

- High School or equivalent grade pass;
- Good communication skills in English;
- Basic knowledge of computer skills;

Work Profile:

- General cleanliness and upkeep of work station and office premises.
- Dispatch of correspondence to various offices
- Physical maintenance of records.
- Assisting in office work like Photocopying, sending of fax, dispatch, etc.
- Assisting during various events of the Consulate
- Serving Tea/Coffee to Guests/Visitors of the Consulate.
- Protocol duties for incoming delegations
- Any other work assigned by the Consulate.

Interested candidates who are **either US citizens or possess permanent resident status with valid appropriate visa/valid work permit** may send their resumes (along with all supporting documents including educational qualification) to: hoc.seattle@mea.gov.in **by 29 December, 2023.**

Selection Process: Shortlisted candidates shall be invited for interview on **2nd and/or 3rd January, 2024**, with employment commencing in second week of January.

For any further questions/clarification, please contact: **+1-206-442-4883.**

