

EXPIRED JOB OFFER



Employment Notice for Post of a Temporary Receptionist at the Embassy

The Embassy of India, Madrid wishes to appoint one Receptionist temporarily for six months.

Monthly Salary - 880/- per month approx.

Requirements:-

- Educational Qualification: Graduate Degree
- Good knowledge of English and Spanish to handle official correspondences
- Good knowledge of computers specially MS Office

Applications may be addressed to Head of Chancery at hoc@embassyindia.es along with CV, recent photograph and proof of educational qualifications and experience. Selection will be made on the basis of written test and interview and on-job assessment of shortlisted candidates. Spanish nationals or citizens of other countries with legal residency in Spain may apply.

Last date for receipt of applications: 20 October, 2017
