

**Embassy of  
India  
Mexico City  
\*\*\*\***

EMPLOYMENT OPPORTUNITY – Vacancy Announcement No. 2023-01

The Embassy of India in Mexico City has an opening for a temporary position of Office Clerk. We are looking for a zealous candidate to support the Embassy in its primary and administrative duties.

Basic functions and responsibilities of the position of Office Clerk

- Undertaking daily administrative tasks to ensure the functionality and coordination of the department's activities
- Supporting Officers of the Embassy in organizing various projects
- Assisting in contacting vendors, service providers etc. and obtaining quotes for work required in the Embassy
- His/her work will be a critical factor for the smooth operation of the department.
- Gather important data, generating reports and information as required for the functions of the department.
- Update spreadsheets, data bases and inventories with requisite information
- Handling office tasks, such as filing, updating records/database and reordering supplies
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations
- Using computers to generate reports, transcribe file noting, preparing notes for approval
- Maintain professional communication via phone and e-mail

Qualifications required:

- Bachelor's degree or Associate's Degree in related field
- Knowledge of local tax laws/social security system
- Well—Versed with IT, excellent computer skills, especially typing and knowledge of Microsoft Office Word, Outlook, Excel, Libre Office, Linux etc. Typing speed of 35 words per minute(*This will be tested*)
- Level IV(fluent) speaking/reading/writing English & Spanish
- Attention to detail; desire to be proactive and create a positive experience for others
- Three years of office management work and prior administrative/consular experience are desirable
  
- *The successful candidate will be required to obtain and submit a security clearance certificate and a medical examination/fitness certificate.*

Employment length:

This position is temporary and will not exceed 24 months from hire date.

Who May Apply:

- Any one who is eligible for appointment under Mexican local laws.
- Applicant must be in possession of a Mexican social security card valid for employment and/or a work permit.

HOW TO APPLY: Interested candidates must send to [admin.mexico@mea.gov.in](mailto:admin.mexico@mea.gov.in) the application form available in Embassy's website/ work with us (<https://www.indiainmexico.gov.in>) along with CV giving full details plus any other documentation (e.g. copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**The last day for submitting applications is Tuesday, 7<sup>th</sup> February 2023**