

**Embassy of India
Mexico City**

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EMPLOYMENT OPPORTUNITY -Vacancy Announcement No. 2022-01

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

Basic function and responsibilities of the position of Administrative Clerk

- Undertaking daily administrative tasks to ensure the functionality and coordination of the department's activities
- Supporting Head of Administration 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 Administration department
- Gather important data, generating reports and information as required for the functions of the Administration
- Update spreadsheets, databases 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 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:

- Anyone 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 submit the application form available in Embassy's website (<https://www.indiainmexico.gov.in/vacancy>) 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 deadline for submitting applications is Friday, 31st March, 2022.

Application for the Vacancy in

Embassy of India, Mexico City

Paste a Recent
photograph

Personal Information

Full Name

Mr./Ms.

Permanent Address

City

State

Zip

Present Address

City

State

Zip

Date of Birth

Father/Mother's Name

Phone Number

Mobile Number

Email Address

Are You a Mexican Citizen?

Yes ☐

No ☐

Mexican social security Number

Position

Position You Are Applying For

Available Start Date

Desired Pay

Education Qualification

School/College Name

Location

Years Attended

Degree Received

Major

Languages known	
Fluency in Spanish	
Fluency in English	

Personal References

Name	Title	Company	Phone

Employment History/Prior Work Experience

Employer (1)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (2)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print)	Signature
Date	