The Consulate General of India in Saint-Denis, Reunion Island is looking for a suitable candidate for the post of Commercial Assistant

- **Essential qualification requirements**
  - A university graduate degree or equivalent qualification preferably in Economics, Marketing, International trade and Commerce, etc.
  - All round proficiency in English and French languages
  - Candidates should be residents of Reunion Island.
  - Candidates should know Typing (both English and French) and be conversant with normal office work and practices
  - Candidates should have good working knowledge of Computer including MS-Word, MS-excel, emails, internet browsing etc.

- **Desirable qualification requirements**
  - Experience in similar position would be an asset.
  - Knowledge of Hindi or any other Indian language (Tamil, Gujrati, etc.) would be an advantage.
  - Flexibility in approach to different types of work.

- **Work Description**
  - Attending clients and their queries
  - Attending phone calls
  - All Clerical typing work including data collection, compilation, normal drafting and sending emails etc.
  - Interpretation
  - Translation
  - Reading local French Newspaper and compiling a summary of the required news items.
  - To assist the officers in liaison with the French MFA and other local authorities.
  - Other miscellaneous official work

- **Salary: (Per Month)**
  - Pay scale (in Euro) : Euro 1670-16-2230
  - Basic Salary at the minimum of scale : Euro 1670.00

Applications along with Bio-Data (in English language) and recent photograph must be sent by Post to:

CONSULATE GENERAL OF INDIA  
111, RUE LEOPOLD RAMBAUD  
SAINTE-CLOTILDE, REUNION ISLAND  
EMAIL : cg.reunion@mea.gov.in  
Or alternatively applications may be dropped in the letter box of the Consulate.

- The closing date for receipt of applications is Thursday, 12 January 2017. Only shortlisted candidates would be required to attend an interview at the above address.