



**Consulate General of India  
Seattle**

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**MOST IMMEDIATE**

**APPLICATIONS INVITED FOR RECEPTIONIST/ EXECUTIVE-ASSISTANT**

The Consulate General of India, Seattle, invites applications for the posts of "RECEPTIONIST" having an initial Annual Pay of **US\$40,692/-** (to be paid in equal monthly instalments), which may increase incrementally on the basis of satisfactory performance upto **\$99,983/- per annum** over the employee's tenure. It may be noted that the salary for this post of Receptionist will be regularized as per prescribed rates fixed by the Ministry of External Affairs, Government of India. Monthly Pay Scale in US Dollar (US \$) for the post is **2886-87-4191-126-5451-164-7091**.

**No. of Posts: ONE (01).**

**Minimum required qualifications and skill set:**

- Bachelor's degree in any discipline from a recognized university.
- Good written and oral communication skills in English, and computer use proficiency.
- Excellent computer skills, especially typing and knowledge of Microsoft Office Word, Outlook, Excel, Libre Office.
- Professional appearance and demeanor.
- Ability to prioritize tasks and manage time effectively, especially in fast-paced environments.
- Precision in tasks such as taking messages, scheduling appointments, and maintaining records.
- Willingness to work in odd working hours and on weekends/ holidays, if required.
- Valid work permit (EAD /permanent residency (Green card) / USA citizen).

**Work Profile:**

- Answer and direct phone calls in a polite and friendly manner.
- Welcome visitors in a warm and friendly manner, and answer any questions visitors have.
- Keep detailed and accurate records of visitor requests and calls received
- Receive deliveries; sort and distribute incoming mail/post.
- Assisting with various tasks, including copying, faxing, taking notes, and making travel plans.
- Assisting colleagues with administrative tasks.
- Scheduling appointments.
- Proficiency in English language, communication skills, teamwork, Computer Operation - including Microsoft Word, Excel, Power Point, etc.
- Any other work assigned from time to time.

**Annual Pay: US\$40,692/-** (to be paid in equal monthly instalments)  
+ [upto **US\$ 75 p.m.** towards medical insurance premium].

Interested applicants may please send their applications and resumes with all supporting documents (educational certificates/documents, Passport/visa/work permit etc.) to [vcadmn.seattle@mea.gov.in](mailto:vcadmn.seattle@mea.gov.in) by 29<sup>th</sup> February 2024. Shortlisted candidates shall be called for interview in the first week of March 2024.

Place: Seattle

Date: February 14, 2024