



**Consulate General of India
Seattle**

MOST IMMEDIATE

APPLICATIONS INVITED FOR POST OF MULTI TASKING STAFF / MESSENGER

The Consulate General of India, Seattle, invites applications for the posts of **"Multi-Tasking Staff / Messenger"** having an initial monthly pay of **US\$ 4,058/-**, which may increase incrementally on the basis of satisfactory performance over the employee's tenure. Selected candidate would also be eligible for medical insurance premium up to USD 75 per month on confirmation.

Please note that the salary for this post of Multi-Tasking Staff / Messenger will be regularized as per prescribed rates fixed by the Ministry of External Affairs, Government of India.

No. of Post: One (1).

Minimum required qualifications and skill set:

- High School or Equivalent Grade Pass;
- Good Communication Skills in English;
- Knowledge of computer skills;
- Experience: 2+ years of experience in a similar position is desirable;
- Ability to multitask, work under pressure and handle increased workload;
- Technical understanding of computers, hardware handling, operating systems and good at record keeping/filing;
- Ability to work in a team with high level of reliability and proactive approach; &
- Valid US work permit (EAD /permanent residency (Green card) / USA citizen).

Work Profile:

- General Cleanliness and upkeep of Work Station and office premises;
- Despatch of correspondence to various offices;
- Record Keeping, Reconciliation of Records;
- Assisting in office work like photocopy, sending of fax / email, despatch etc.; General office work, filing, organization tasks;
- Assisting during Consulate events;
- Serving Tea / Coffee to visitors / guests;
- Protocol duties for delegations; &
- Any other work required to be executed for the Consulate from time to time.

Interested applicants may please send their applications and resume giving complete details including age, educational qualification, and work experience with all supporting documents (educational certificates/documents, Passport/visa/work permit etc.) to admn1.seattle@mea.gov.in with a copy to admn3.seattle@mea.gov.in by **21 August 2026**. Shortlisted candidates shall be invited for an interview in the first week of September 2026.

Place: Seattle

Date: 10 August 2026

Tel: +1 206 803 0400 / Email: hoc.seattle@mea.gov.in

Web: www.indiainseattle.gov.in