

EMBASSY OF INDIA
BEIJING

ADVERTISEMENT

Applications are invited from qualified and preferably experienced candidates who have good knowledge of written & spoken English and possess excellent computer skills:

- **Assistant:** 1 POST

Qualifying criteria:

- Bachelor's/Master's degree or equivalent degree
- Candidates must have excellent written and spoken English and Chinese languages.
- Excellent MS Office and computer skills.
- Good Typing speed
- Good knowledge about handling social media
- Good research skills

Preferential Criteria:

- 2-3 years of work experience which requires analytical ability
- Advanced certificate in English
- Knowledge of working with think tank, research/statistics cell/other Embassies/Consulates.

Job Profile:

- Translation from English to Chinese and Vice Versa
- Research on areas of economy, administration, society etc., sourcing information from various agencies, Ministries, furnishing brief reports.
- Monitoring changes in regulatory framework, laws etc.
- Engage and liaise with the Chinese Government Departments
- Knowledge of good office record keeping management, follow up mechanism etc.
- Collation of information of interest as directed
- Making analytical summaries
- Management of events
- Any other task, including administrative, as and when needed

Pay in Hand: RMB 10500 (Approx) (excluding Social Security Contribution)

The applications may be sent via mail/courier with latest resume and photograph to the Head of Chancery, Embassy of India, No. 5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing-100600. Application should reach by 21 February 2025.

Please contact: TEL: +86 10 85312552;

Fax: +86 10 85312574

E-mail: admn1.beijing@mea.gov.in

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印度大使馆
北京
招聘启事

我们诚挚地邀请具备以下条件且经验丰富的候选人提交申请，申请者具有熟练口语及写作的能力，除此以外申请者还需具备良好的计算机相关知识。

助理：1名

资格标准：

- 学士/硕士学位或同等学历
- 必须具备优秀的中英文书面和口语能力
- 熟练掌握 Microsoft Office 和计算机相关知识
- 良好的打字速度
- 熟练掌握使用各类社交软件
- 良好的研究及总结能力

加分项：

- 2-3 年的数据分析相关工作经验
- 高级英语相关证书
- 具备与智库、研究/统计部门/其他大使馆/领事馆合作的经验

职位简介：

- 中英文互译
- 研究包含经济、时政、社会等经济领域，从各机构、部委等获取相关信息，提供简要报告。
- 关注中国国际政策、法律等方面的变化。
- 与中国政府部门接触和联络。
- 具有良好的办公室工作经验，例如档案管理、跟进机制等。
- 按照需求整理相关信息
- 数据分析总结
- 活动组织执行和管理
- 任何行政方面的临时安排

薪酬：约 10500 元（不含社保）

申请者可通过邮件/快递发送至印度大使馆办公室，地址为：北京市朝阳区亮马桥北街 5 号，邮编：100600，并附上最新简历和照片。申请应在 2025 年 2 月 21 日前提交。

联系方式：电话：+86 10 85312552；

传真：+86 10 85312574

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