



**Consulate General of India  
Marseille (France)**

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**MOST IMMEDIATE**

**APPLICATIONS INVITED FOR RECEPTIONIST**

The Consulate General of India, Marseille, invites applications for the posts of **"Receptionist"** having an **initial Annual Pay of Euro 25800/-** (to be paid in equal monthly installments), which may increase incrementally on the basis of satisfactory performance **up to Euro 63420/- 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 Euro for the post is 2150-65-3125-94-4065-122-5285.

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

**Minimum qualifications required and skill set:**

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

**Work Profile:**

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

**Annual Pay: EURO 25800/- (to be paid in equal monthly installments)**

For this purpose, Consulate General of India, Marseille invites applications from all eligible candidates. Applicants who are not French nationals should possess appropriate valid residence and work permits. There will be a selection procedure and recruitment of candidates will be based on merit.

Candidates who satisfy the above eligibility conditions may apply for the above posts latest by 21/08/2024. The applications along with curriculum vitae and all supporting documents (educational certificates/documents, Passport/visa/valid work permit etc.) may be sent by email to **cons.marseille@mea.gov.in & admn.marseille@mea.gov.in**

**Shortlisted candidates shall be called for a skill test and interview in the last week of August, 2024.**

Place: Marseille

Date: July 29, 2024