



सत्यमेव जयते  
**EMBASSY OF INDIA**  
**Guatemala**

**JOB VACANCY FOR THE POST OF CLERK**

The Embassy of India in Guatemala City invites applications for the positions of Clerk from the applicants.

**Job description, responsibilities and duties:**

- Arrange meetings and appointments and prepare record of discussions
- Data entry and maintaining records of various types
- Organizing and maintaining records, files, and other documents
- Interact with visitors, clients, or other individuals to provide information, answer queries, or resolve issues.
- Handling correspondence, including drafting letters, sending and receiving emails and making phone calls.
- Independently coordinate and organize events
- Liaise with Guatemalan authorities and organizations
- Any other task assigned by the Embassy

**Employee perks, benefits:**

USD 975/- (with Annual Bonuses, Incentive Bonus, annual increment and contribution to Social Security Insurance benefits)

**Personality requirements and skills:**

- Fluency (both oral and written) in English and Spanish language
- Good administrative, organizational and time management abilities
- Good communication skills (verbal as well as written)
- The applicant should have two years of related experience
- The person should be cordial and polite in dealing with the visitors and should be willing to learn and develop new skills
- The person should be hardworking and able to solve problems independently

**Information about the selection process:**

Candidates fulfilling the eligibility criteria will be called for a written test. Short-listed candidates thereafter will be called for interviews. Application with complete bio-data may be sent

**on or before Friday, 10 March 2023** to:

Attache (Administration), Embassy of India,  
8 Avenida, Calle 15-07, Zone – 10, Guatemala city

Email: [admn.guatemala@mea.gov.in](mailto:admn.guatemala@mea.gov.in)