



**High Commission of India
Kuala Lumpur**

Job Vacancy – Receptionist at NSCBICC

High Commission of India, Kuala Lumpur invites applications for the post of one Receptionist in Netaji Subhash Chandra Bose Indian Cultural Centre (NSCBICC).

Initial Basic Pay : RM 3900 per month
Other benefits : Annual Bonus - One month's salary
Leave : Medical leave 30 days and Annual leave 21 days

Key function and responsibilities of the position of Receptionist

- Reception duties
- Preparation of letters, translation of the documents.
- Gather important data, information as required for the functioning of the NSCBICC.
- Maintain polite and professional communication in telephonic and email communications

Essential Qualifications

- Bachelor's degree
- Excellent computer skills, especially typing and knowledge of Microsoft Office.
- High level of proficiency and fluency in speaking/reading/writing English & Bahasa Malaysia.
- Attention to detail; willingness to learn, excellent communication skills, good computational, analytical, and soft skills
- Prior experience of office management work and administrative experience are desirable
- Desirable Age: 21-40 years

Applications, along with contact details, should be sent to adm.kl@mea.gov.in not later than 15.06.2022. Only short listed candidates would be interviewed.

Please note:

- Only candidates having local work-permit/resident visa in compliance with local rules and regulations to work in foreign diplomatic missions will be eligible for consideration.
- Candidate should be in good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.

The selection process will be decided by the High Commission of India, Kuala Lumpur which will be conveyed to the candidates through email after preliminary scrutiny and its decision in the selection process will be final and binding.
