

VACANCY CIRCULAR

Employer: Consulate General of India, Vladivostok

Location: Egersheld District

Job title: Maid / Cleaner (Full time position)

Job description:

The main responsibilities of the position include but are not limited to:

- Cleaning of the Consulate offices
- Guest services
- Performing any other duties as assigned from time to time.

Qualifications Required:

1. Experience in the field of service, cleaning, housekeeping.

The candidate should have the following qualities: friendliness, cleanliness, responsibility, diligence, punctuality, efficiency, trainability.

2. Fluency in English Language (spoken and written).

Emoluments:

Salary: shall be discussed directly with prospective candidate(s).

Remarks:

- Schedule: 5-day work week (Mon-Fri) from 0930 to 1800 Hrs.
- Probationary period: 6 months from the date of appointment.
- The candidate must be willing to work beyond office hours/on weekends/holidays, as and when required, without extra emoluments.

- CV along with passport size photograph and contact details may be sent as an attachment to hoc.vladi@mea.gov.in