

Job Advertisement from Embassy of India, Sofia
For Messenger-cum-helper

The Embassy of the Republic of India in Sofia wants to hire a Messenger-cum-helper.

Duties and Responsibilities:

Collect and deliver mail, small parcels and other communications to and from the Embassy.

Prepare letters & packages for delivery etc.

Hospitality and administrative support, including during events and meetings, as required.

Other work in office, as assigned.

Professional qualifications required:

At least a high school diploma.

Eligibility:

- Should reside in Bulgaria and hold valid residence permits.

Salary:

Gross salary is **BGN Leva 1340 (approx)** and net salary is BGN 1085 (approx). Net salary will be paid after deduction of Employee's contribution towards Social/ Health Insurance& Pension Fund etc.

One month's salary is paid as Bonus after 12 months of work.

How to Apply:

Applications are to be submitted online (in English language) with a recent photograph or delivered/ mailed to:

The Head of Chancery
Embassy Of India
4 Alfred Nobel Street, Geo Milev,
1113 Sofia
Email: hoc.sofia@mea.gov.in

For any additional information or clarification, write to hoc.sofia@mea.gov.in
or call Tel: + 359 2 963 5688