CONSULATE GENERAL OF INDIA
BARCELONA

No. No. BAR/579/01/2024
Date: 07/10/2024

RECRUITMENT NOTICE FOR THE POST OF RECEPTIONIST CUM-INTERPRETER

The Consulate General of India, Barcelona, invites applications from suitable candidates for a full-time position of Receptionist -cum-Interpreter.

2. Candidates with the following requirements may apply:

Requirements	Details
1. Age	Between 21 to 30 years as on 1st Oct 2024
2. Education Qualifications	Bachelor's degree in Translation and Interpreting in English and Spanish or equivalent vocational training and work experience in a recognized university.
3. Language Proficiency	Professional proficiency in Spanish and English (C1-C2 level).
4. Residential Status	The candidate must have Spanish citizenship/local work permit/resident visa, in compliance with local laws to work in Foreign Diplomatic Missions in Spain.
5. Computer Skills	Excellent proficiency in using MS Office suite and general IT skills.
6. Experience	- At least 1 year of experience in translation and interpreting.
	- Understanding of and experience in market research techniques, data analysis, and statistical methods.
7. Abilities	- Excellent communication and interpersonal skills.
	- Familiarity with website and social media management techniques.
	- Experience in event management and understanding of the entire life cycle of an event.
	- Multi-tasking, creative, innovative, organized, and result-oriented team player, Ability to conduct /liaise meetings for the Consul General/Consul

3. Last Date: Interested candidates are invited to send their application, with copies of certificates and an updated CV with the latest photograph, by 25 October 2024.

Email to: hoc.barcelona@mea.gov.in

4. Applications received after the last date or without requisite documents will not be considered. Short-listed candidates will be required to take a written test and/or interview.No transport or other assistance/reimbursement will be provided for appearing in the tests. The selected candidate will be requested to join immediately.

Aarsha N.S.

Head of Chancery