



**Permanent Mission of India
to the United Nations Office,
7 – 9 rue du Valais, 1202
Geneva, Switzerland
Tel 41 22 9068686
Fax 4122 9068696**

ADVERTISEMENT

The Permanent Mission of India to the UN in Geneva invites application for filling up two posts of **Executive Assistant**. The applicants must have valid Swiss work/residence permit and proficient in communicating in English and French. Working knowledge of computer (MS Word, Excel, Power-point etc) and handling of fax, photocopier, scanner, printers etc. is essential. Other requirements are:

Job Title	Brief description of work	Salary	Additional requirement
Executive Assistant (Marketing)	- handling trade related enquiries on telephone/email - provides marketing and research information by collecting, analyzing, summarizing data and trends. - assisting with promotional activities & visiting external agencies - attending work related to administration/accounts/consular	CHF 3300 per month + CHF 300 medical allowance + 6.05% of salary as social security	Good oral and written skills in English/ French
Executive Assistant	- managing reception/ telephone calls - attending work related to administration, accounts, consular		

Short listed applicants will be called for the interview and skill test. Those interested may send their application and bio-data along with copy of Swiss work/residence permit and educational certificates to:

Attaché (Administration)

Permanent Mission of India to the United Nations
9, Rue du Valais, 1202 Geneva
Fax No: 022-9068696

Email: admn1.genevapmi@mea.gov.in

Applications should reach the above mentioned address latest by 31st January 2017 by 17:00 hrs