

Date: 30 September 2024



**Consulate General of India  
Atlanta**

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**Job Vacancy**

Consulate General of India, Atlanta has the following position to be filled immediately:

<b>No. of Post</b>	:	<b>One</b>
<b>Position</b>	:	<b>Social Secretary</b>
<b>Pay</b>	:	<b>Starting salary approx. \$6360/- p.m. + \$75 p.m. towards medical insurance premium</b>
<b>Other benefits</b>	:	<b>Annual leave/Medical leave.</b>

**Required qualifications and skill set:**

- A University Degree (Under Graduate/Bachelors) or equivalent qualification.
- Preferably two years of work experience;
- Effective public relations, communication skills in English language (both written and spoken);
- Event management skills;
- Proficiency in computer skills (MS Office and social media);
- Strong interpersonal skills and ability to handle multiple tasks simultaneously;
- Willingness to work beyond office hours in case required.

**Work Profile:**

- Provide Secretarial assistance, maintain and schedule appointments;
- Respond to telephone or written inquiries;
- Accord necessary support and assistance in planning, managing and executing official events/functions in the Post;
- Assistance in planning, logistics and execution of social engagements at the Residence of Consul General;
- Coordination with cultural organizations, community organizations and educational institutions.
- Other secretarial tasks that may be assigned from time to time.

**Eligibility Criteria:**

- \* Under Graduate/Bachelor degree from a recognized University/College in any discipline.
- \* Applicant must have completed 18 years of age and should be below 40 years of age as on 1 October 2024.
- \* Applicant must be free of any criminal records; full details of any ongoing police/court cases or judicial trials must be reported clearly in applicant's resume.

**Interested candidates may send resumes along with copies of educational documents, passport, visa, work permit / EAD and recent photograph e-mail to [hoc.atlanta@mea.gov.in](mailto:hoc.atlanta@mea.gov.in)/[adm.atlanta@mea.gov.in](mailto:adm.atlanta@mea.gov.in) by 10 October 2024.**

**Please note that the selection process will be decided by the Consulate General of India, Atlanta and its decision in the selection process will be final and binding.**