



# Embassy of India Abu Dhabi

**Invites applications for the position of Clerk with a full-time role having a gross monthly salary of AED 6805/-.**

## **Brief job description:**

- General office work, filing and organizational tasks including maintenance of office records and its continuous updating.
- Support in organizing events, meetings, and related aspects.
- Preparing letters, reports, summaries etc. according to written or verbal instructions.
- Any other task as directed from time to time.

## **Requirements for the Post:**

- Minimum educational qualifications – Graduate
- Minimum 2-3 years of experience in government/non-government organization
- Good communication and note taking skills, proficiency in spoken and written English.
- Competence in Computers with fast typing speed
- Valid UAE Residency visa
- Knowledge of Arabic is welcome

**The Position will be for an initial period of 06 Months which may be extended for another period of 06 Months.**

Interested candidates are requested to submit their application online latest by 12.01.2025. [Click here to apply](#)

Only short-listed candidates will be called for interview.