Indian High Commission is hiring

Messenger (one)

Resumes can be sent on Admn1.ottawa@mea.gov.in

Job Description (Messenger)

1. Good knowledge of English.
2. Perform general office or clerical work such as filing materials, operating duplicating machines, or running errands.
3. Receive message or materials to be delivered and information on recipients, such as names, address, telephone numbers and delivery instructions, communicated via telephone or in person.
4. Deliver messages and items, such as newspapers, documents and packages between established departments.
5. Use Official or public conveyance in order to reach destination to deliver messages or materials.
6. Helping in shifting of office furniture, equipment etc or any other work as instructed by supervisors.

Job Types: Full-time, Temporary, Permanent

Salary: $23,400-$24,000 per year