

# Messenger-cum-Multi Tasking Staff

High Commission of India – Ottawa, ON

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## *Job Description*

Minimum qualification required - Under Graduate

Must have good knowledge of English

Ability to multitask and do any other work assigned

Pick up and carry documents, packages, and other items between offices or departments within office or to other business concerns, traveling by foot or public conveyance. Plan and follow the most efficient routes for delivering goods.

Load – Unload and sort the packages

Perform general office work such as operating photocopy/fax machines, shifting of office equipment/furniture etc. or running errands.

May operate PBX telephone console to receive incoming messages.

May apply by **15<sup>th</sup> September 2018**. CVs with cover letter may be addressed to the Head of Chancery at [admn1.ottawa@mea.gov.in](mailto:admn1.ottawa@mea.gov.in)

Other terms and conditions will be discussed during interview with shortlisted candidates.

Job Type: Full-time

Gross Salary: 2000 CAD (before mandatory deductions)