

Administrative Agents

General presentation:

The French Embassy in India is recruiting two Administrative Agents.

Missions:

- Reception and reception of the public and service providers
- Mail processing (sending, receiving, distributing)
- Processing of administrative files (analysis, computerized entry)
- Control of files in accordance with regulations
- Archiving files

Qualifications:

- BAC level or university diploma in administrative management
- Perfect command of English and French
- Proficiency in office tools (Word, Excel, etc.)

Skills and know-how:

- Similar administrative experience desired
- Ability to perform multiple tasks at the same time, versatility
- Teamwork and responsiveness
- Restraint and discretion

Personal qualities:

- Be able to work in a changing context and with tight deadlines
- Duty of probity linked to any function exercised in the public sphere

Recruitment conditions:

Recruitment initially on a one-year fixed-term contract, subject to a three-month trial period, renewable once at the request of the head of department if necessary, followed by a second fixed-term contract upon decision of the position.

Other benefits:

- 13th month;
- Transport bonus and Housing bonus
- Medical coverage

An application file (CV + cover letter) must be sent electronically only **before Wednesday, October 16, 2024** , deadline to the following address:

scg.new-delhi-amba@diplomatie.gouv.fr

NB : only selected candidates will be contacted for an interview.