



Consulate General
of the Federal Republic of Germany
Bangalore

Job Opening at the German Consulate General Bangalore

The German Consulate General Bangalore is looking for a suitable candidate for its **Consular, Visa and Passport Section** from the 01.10.2017 onwards.

Job Description:

1. Accepting and checking of visa and passports applications and entry of the relevant data in a specialised programme
2. Taking visa interviews at the counter
3. Answering visa and passport related queries via telephone
4. General administrative duties (filing etc.)

Necessary Qualifications:

1. Besides a good command of English, knowledge of at least one of the two south Indian languages Kannada or Malayalam
2. Basic knowledge of German language highly appreciated
3. Good Computer Skills (MS-Word, Excel etc.)
4. Prior experience in a customer related working field is desirable

We invite applications from responsible candidates who are able to work under pressure, with quick apprehension, a polite and professional attitude and especially enjoy working in a team and interacting with people as the job includes daily interaction with visitors and colleagues.

Interested candidates should send in their applications with a Letter of Intent, Curriculum Vitae, copy of their attested certificates and a letter of recommendation until the 10.09.2017 to the:

Consulate General of the Federal Republic of Germany
Cash Pharmacy Building
Corner St. Marks Rd./Residency Rd., 2nd floor
Bangalore – 560 025