

## Job opportunity at the Consulate General of Pakistan, Los Angeles

Position: Consular, Protocol & Administrative Assistant

Job Description:

- (i) Work in the Consular Section
- (ii) Dealing with public, responding to telephone queries and feeding the data in the computer.
- (iii) Organizing and coordinating events of the Consulate
- (iv) Visiting other cities for consular services on weekends
- (v) Performing protocol duties
- (vi) Assisting Consul General and other officers of the Consulate in different assignments.
- (vii) Any other assigned responsibilities

Qualification:

- (i) Minimum High School graduation
- (ii) Proficiency in use of Microsoft Office and Excel. Good inter personnel skills and language skills.
- (iii) Holder of local clean driving licence
- (iv) Clean credit history

- Apply alongwith resume; copy of legal status document and color photograph.
- Two references may be provided

Address: 10700 Santa Monica Blvd. Suite 211, Los Angeles CA-90025

E-mail: [apstocg@pakconsulatela.org](mailto:apstocg@pakconsulatela.org)

Fax: 310-441-9256

Preference will be given to those candidates who reside in close proximity to the Consulate

Last date for receiving the application is November 30, 2017