

Job opportunity at the Consulate General of Pakistan, Los Angeles

Position: Consular Assistant-cum-Event Coordinator

- 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) Upkeep of the Consul General/HOC Office
 - (v) Serving of tea/food to guests of the Consulate
 - (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) Willing to do any official work
 - (iv) Clean credit history
 - (v) Driving Licence

- 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

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 February 28, 2018