



सत्यमेव जयते

**Consulate General of India
Belfast**

APPLICATIONS INVITED FOR THE POST OF RECEPTIONIST

The Consulate General of India, Belfast, invites applications for the One(01) post of “**Receptionist**”. The position carries an initial monthly **Gross Salary of GBP 2,976.93**, which will increase, subject to satisfactory performance, after grant of future annual increment of 3% of the last drawn salary, on 1 July each year or upon the successful completion of one year of active service, whichever is later.

Work Profile:

- Greet and receive visitors, applicants, and dignitaries.
- Verify appointments and check identification.
- Direct visitors to the appropriate staff or departments.
- Respond to public inquiries via phone, email, and in person.
- Maintain visitor logs and issue visitor passes.
- Ensure compliance with Consulate security protocols.
- Coordinate with security personnel to manage access.
- Perform administrative tasks such as data entry, filing, and document management.
- Schedule appointments for visa, passport, and notarial services.
- Assist in sorting and reviewing application documents.
- Provide general information about consular services and procedures.
- Relay messages and support internal communication.
- Prepare meeting rooms and assist with event logistics.
- Support Consular Officers during official visits or cultural events.
- Design & Publishing and Social Media Handling.
- Translate or interpret basic conversations or documents. (if required)
- Any other work required to be executed for the Consulate from time to time.

Minimum Qualifications and Skill Set:

- Graduate from a recognised educational institution.
- Candidate should possess good communication skills in English.
- Knowledge of computer skills especially in Libre/MS Office Suites.
- Experience: 2+ years of experience in a similar position is desirable.
- Ability to multitask work, under pressure and handle even increased workload on schedule.
- Analytical and structured way of working with high level of reliability and proactive approach.
- He/she should be able to type at good speed.
- Mandatory for non-UK nationals: **A valid UK work permit/visa appropriate to the duration of employment.**

Application Procedure:

Interested applicants are requested to submit their applications with scanned copies of the following documents **by email** to **inf.belfast@mea.gov.in** no later than **17 July 2026**:

- Resume/Curriculum Vitae
- Educational Certificates
- Passport
- Valid visa or work permit
- Passport-sized photograph
- Work experience certificates
- Any other supporting documents relevant to the application
- **Application with incomplete documentation will not be entertained**

Only shortlisted candidates will be contacted for an interview. The **Consulate General of India, Belfast** reserves the right to accept or reject any application without assigning any reason whatsoever.

Place: Belfast

Date: 24 June 2026