



सत्यमेव जयते

**Embassy of India  
Brasilia**

**Vacancy Notice for the post of Executive Assistant.**

Embassy of India, Brasilia has a vacancy for the following post:-

**Executive Assistant**

No. of vacancy: 1 (one)

Salary : R\$ 4725 per month (Gross salary)

**Essential qualifications:**

- Graduation degree/diploma from a recognized University in Brazil.
- High level of proficiency in English and Portuguese language.
- Highly developed organization and communication skills, including the ability to work under pressure with minimal supervision.
- May be required to work beyond office hours.

**Preferred qualifications:**

- Translator degree/diploma from a recognized University in Brazil is preferred.
- Past experience of working with Embassies, International Organizations, & NGOs.
- Experience in an executive support or coordination role.
- Demonstrated ability to liaise effectively with government organizations, foreign Missions and private sectors.

Interested candidates may send their Curriculum vitae and contact details to the following email id : [hoc.brasilia@mea.gov.in](mailto:hoc.brasilia@mea.gov.in).

The last date for submission of application is April 14, 2021.

The candidates whose CVs are shortlisted, will go through a selection process before being appointed.