



Ref: 266/18

New Delhi, 18 December 2018

## **JOB VACANCY FOR A VISA & CONSULAR ASSISTANT**

The Embassy of the Grand Duchy of Luxembourg currently has a vacancy for a full time (40 hours per week) “Visa & Consular Assistant” at the Consulate.

Any Indian or Foreign national fluent in English and Hindi, which are mandatory, can apply for this position. The knowledge of French will be considered as a plus for the candidature.

### **The Job requirement for a “Visa & Consular Assistant” include:**

- Handling enquiries regarding Visa, Residence and Work permits by telephone and email
- Scrutinising applications, documentation and checking information
- Interviewing applicants
- Processing Visas and Residence/ Work permits
- Filing and archiving of Visa applications
- Handling applications for Luxembourgish passports
- Liaising with Indian authorities (FRRO, etc.)
- Handling communication between applicants, VFS application centres, the Luxembourgish visa & passport office and Immigration Department, Luxembourgish and Indian companies etc.
- Handling Consular visitors
- Perfect computer skills
- Other duties as required

The Luxembourg Embassy is seeking any eligible and qualified applicant with prior experience to apply for this position and the candidate shall send his/her application in the form of a motivation letter and CV by 5 January 2019 to [Sabrina.coppi@mae.etat.lu](mailto:Sabrina.coppi@mae.etat.lu) marked “Visa & Consular Assistant Vacancy”.