

**Consulate General of India  
Marseille (France)**

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**VACANCY NOTICE**

**APPLICATIONS INVITED FOR RECEPTIONIST**

The Consulate General of India, Marseille, invites applications for a post of "Receptionist".

**No. of Posts: ONE (01).**

**Minimum qualifications required and skill set:**

- (a) Bachelor's degree in any discipline from a recognized university in France.
- (b) Good written and oral communication skills in English and French, with computer proficiency including typing and knowledge of MS Word, Outlook, Excel, and LibreOffice.
- (c) Professional appearance and courteous demeanor, and ability to prioritize tasks and manage time effectively in a fast-paced environment.
- (d) Accuracy in handling tasks such as messages, appointments, and record-keeping, and willingness to work flexible hours, including weekends and holidays if required.
- (e) Valid work authorization in France (French national or permanent resident).

**Work Profile:**

- (a) Answer and direct phone calls in a polite and friendly manner.
- (b) Welcome visitors in a warm and friendly manner, and answer the queries, and keep detailed and accurate records of visitor requests and calls received.
- (c) Receive deliveries: incoming mail/post.
- (d) Receiving consular services application requests from the applicants.
- (e) Any other work assigned from time to time.

Interested candidates meeting the above criteria may submit their applications(in English and French) along with recent color photograph and supporting documents (educational certificates, passport/visa, valid residence/work permit, etc.) to the Consulate by email to [admn.marseille@mea.gov.in](mailto:admn.marseille@mea.gov.in) latest by 27 March 2026.

**Last date of receiving the CV for application – 27 March 2026**

**Shortlisted candidates shall be called for a skill test and interview on 1<sup>st</sup> week of April.**

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