



CONSULATE OF PAKISTAN
10A, THE WHARF, 16 BRIDGE STREET,
BIRMINGHAM, B1 2JS
TEL: 0121 6432255
FAX: 0121 6343587
parepbirmingham@phclondon.org

8/2/20

Vacancy Notice

The Consulate of Pakistan Birmingham is looking for a suitable candidate to work on the following post:

| Sr. No | Job Title | No. of Positions |
|--------|--------------------|------------------|
| 1 | Consular Assistant | One |

Candidates should meet the following criteria.

- UK Nationals/Legal residents of UK with valid permit to work full time.
- Possess excellent knowledge of MS Office, data-entry and scanning (Standard IT Skills).
- Able to effectively handle inbound calls, provide information, take messages and transfer calls to relevant individuals in the Office
- Good communication skills.
- Well conversant in local official procedures and office norms.
- Ability to perform efficiently both independently as well as in a team.
- Medically Fit.
- Must have completed at least 10 years of education in the UK.

A salary package would be offered in accordance with qualification and work experience.

Suitable candidates may apply with their latest CV by 30th July 2020 at the Consulate's email at parepbirmingham@phclondon.org with the subject; "VACANCY FOR CONSULAR ASSISTANT" or by post at:

Deputy Consul General
Consulate of Pakistan Birmingham
First Floor
10A The Wharf, 16 Bridge Street
Birmingham B1 2JS

(Only short listed candidates will be contacted for interview)