

VACANCY ANNOUNCEMENT

Consulate General of Bangladesh in Toronto invites application for the following position:

Position: Welfare Assistant

Qualification & Experience:

- ❖ Masters/MA/MBA
- ❖ At-least 1-year experience in Customer Service
- ❖ Excellent organisation and communication skills
- ❖ Ability to organise time, work independently, coordinate and prioritise multiple tasks to ensure that deadlines are met, and applications are processed in a timely manner
- ❖ Strong computer skills and proficiency in using Microsoft Office applications
- ❖ Excellent proficiency in English

Job Description:

- ❖ Consular Related Activities
 - Advising customers on their applications and documentation for consular services
 - Checking applications and following up with applicants regarding missing documents etc
 - Preparing applications for decision by the concerned officer, etc.
- ❖ Welfare Related Activities

Salary: Starting Salary: CAD \$2350.00/-

Application Process: Application along with Resume/CV should be submitted by email to mission.toronto@mofa.gov.bd



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