

The British Council is the United Kingdom's international organisation for educational opportunities and cultural relations. The British Council creates international opportunities for the people of the UK and other countries and builds trust between them worldwide.

Working for the British Council offers you a unique opportunity to gain experience and develop skills in modern, rapidly changing organisation with worldwide influence and impact. Jobs with the British Council offer scope for versatility, initiative and creativity in a stimulating and supportive environment.

We are looking for motivated, energetic individuals with good spoken and written communication skills to work as temporary staff for short durations ranging from few days to six months with our Strategic Business Units (SBUs). Selected candidates will be exposed to global working culture of valuing people, integrity, mutuality, creativity and professionalism.

The work will involve to

- Meet and greet all visitors.
- Offering registration services to students/ exam candidates and members
- Managing console point for incoming calls at our office number
- Make outgoing calls to prospective clients
- Ushering of incoming students, placement testing, and invigilation
- Data entry
- Coordinate events and programmes

The selected candidate should be able to display the following personal requisites

- Graduate or in the final year of graduation
- Good spoken and written communication skills
- Knowledge of MS Office

The compensation payable shall be based on per day basis, depending on the needs of the job and shall be as follows:

Fresher – Rs 500 per day

Upto 1 year of full time relevant experience – Rs 600 per day

More than 1 year of experience – Rs 700 per day

Interested candidates can email their resume to careers.bcdelhi@in.britishcouncil.org

Only shortlisted candidates will be informed.

British Council is committed to a policy of Equal Opportunity & Diversity and Child Protection.