



Consulate General of India in Auckland invites applications for the following position (s) from the applicants who are **either New Zealand citizens or residents with valid appropriate visa and valid work permit.**

Name of the post: Messenger (Contract/Temporary)
NZ\$4000/- per month

Required qualifications and skill set:

- High School or equivalent grade pass;
- Effective written and verbal communication skills in English;
- Ability to work effectively within a team;
- Willingness to perform outdoor work, including beyond regular office hours.
- Competency in Microsoft applications including Word, Excel, Power Point and Outlook, etc. The candidate is expected to be familiar with the latest working software and tools

Work Profile:

- General office duties & upkeep of workstation and office premises.
- Despatch of correspondence to various offices within & outside the building.
- Physical maintenance of records.
- Assisting in routine office work like Photocopying, sending fax-diary etc.
- Assisting during various official events.
- Deal with applicants at the reception desk.
- Any other work, if assigned.

Applications must reach the Consulate General of India, Auckland, no later than **05th November 2026**. Shortlisted candidates will be invited for an interview to be held shortly afterward.

Aspiring candidates must email applications to admn.auckland@mea.gov.in with their bio-data including full details i.e. age, address, qualifications, work experience, copies of Passport / NZ Visa, contact details, a recent passport size photograph, etc. Applications without the above details will not be considered.

For further information and assistance, please email to admn.auckland@mea.gov.in.