

Advertisement for the post of Administrative Assistant in Embassy of India, Helsinki

The Embassy of India, Helsinki invites application (in English) from suitable candidates for filling up full time contractual position of Administrative Assistant.

Residence Status: Finnish citizen or any other National with a valid work permit.

Qualification: Bachelor's Degree or above.

Language: Proficiency in Finnish and English – written and spoken.
(Non-native speakers to submit minimum B2 Language Proficiency Certificate)

Documents :

- (a) Educational Certificate(s)
- (b) Experience certificate(s)
- (c) Medical Fitness Certificate (at the time of signing the contract).

Work Experience: Minimum 3 years experience working in administrative profile, preference will be given to those with experience with a local government/international organisation.

Responsibilities : Assisting in administrative work of the Embassy such as logistic arrangements and utilities, coordinating with different local bodies for administrative matters of the Embassy, logistics for incoming delegations, visits, Embassy events, administrative and other work assigned from time to time, etc.

Working hours: Full time job. 0830-1700 hrs, Monday to Friday. The candidate should be willing to work occasionally during extended office hours and weekends/holidays depending upon the office requirement.

Pay scale: Starting gross salary - Euros 2500 + 20% additional allowance
(deductions as per local laws would be applicable)

Starting date: 01st February, 2026 (tentative)

Status: Contractual local employee in Embassy

Duration: Until further notice

Interested candidates should email their CV in English to **adm.helsinki@mea.gov.in** by **25th January, 2026** with the subject "VACANCY ADMINISTRATIVE ASSISTANT - Name". The shortlisted candidates will be called for further assessment.