



**EMBASSY OF INDIA**  
**TORNIMAE 5**  
**TALLINN 10145**  
**TEL: +372 6888000**  
**Email:**  
**adm.tallinn@mea.gov.in**

### **ADVERTISEMENT**

The Embassy of India in Tallinn invites applications (in English) from suitable candidates for the Post of a Messenger in the Embassy. The details are as follows:-

<b>Job Title</b>	Messenger
<b>Qualification</b>	Diploma
<b>Work experience</b>	Having previous experience in working on Office assignments. Preference will be given to those having work experience with the organisations holding similar positions. Must have a driving licence.
<b>Language</b>	Estonian and English - written and spoken
<b>Salary</b>	Salary of Euros 1600 per month from the starting of the employment (deductions as per local laws would be applicable)
<b>Job Requirements</b>	<ul style="list-style-type: none"><li>• Document Delivery and Collection: Transport official documents, packages, and correspondence between the embassy, and other governmental or non-governmental entities.</li><li>• Logistics Support: Assist in the management of office supplies, deliveries, and maintenance requests.</li><li>• Reception Duties: May assist in receiving visitors, handling phone calls, or directing visitors within the Embassy when needed.</li><li>• Record Keeping: Maintain accurate records of deliveries, receipts, and packages, ensuring that nothing is lost or misplaced.</li><li>• Assist with Other Tasks: May be called on to assist with general office duties, such as filing or setting up for meetings. Any other work assigned by office.</li><li>• Survey the local market for obtaining of quotations</li></ul>
<b>Personality requirement and skills</b>	<ul style="list-style-type: none"><li>• Communicative and friendly personality with team spirit</li><li>• Structured way of working with proactive approach</li><li>• Basic knowledge of computers</li><li>• Ability to multitask and work under pressure</li></ul>

Interested candidates may apply along with their CV (in English language) with photograph, experience certificate (if any), certificate of educational qualification and copy of valid Estonian ID card on the email address [adm.tallinn@mea.gov.in](mailto:adm.tallinn@mea.gov.in). The shortlisted candidates will be called for written and verbal assessment.

Last date for application is 02.01.2026.