**JOB VACANCY**

**Information on MIDA**

The Malaysian Investment Development Authority (MIDA) which is the Bureau Economique, Embassy of Malaysia is the first point of contact for investors who intend to set up projects in the manufacturing and services sectors in Malaysia. With its headquarters in Malaysia's capital city of Kuala Lumpur, MIDA has established a global network of 23 overseas offices worldwide including in Paris, France to assist investors interested in establishing manufacturing projects and services.

**MIDA Paris is looking for suitable candidates to fill the following position**:

**Clerk / Typist**

* **Salary scale**

Euro1,670.00

* **Requirements**
1. Minimum high school certificate
2. Competent in typing and familiarity with standard Microsoft Office computer software is essential.
3. Relevant experience in accounts and office administration will be advantage.
4. Good command of written and spoken English and French.
5. Must be permanent resident of France or hold a valid work permit for full time employment.
* **Responsibilities**
1. Handle clerical and office administrative works such as filing systems, preparing letters, contacting companies, answering calls, etc.
2. Provide effective secretarial / administrative assistance and support to the Director including account.

Should you fulfil the above mentioned requirements and interested by these positions, please submit the following document in English :

Cover letter, detailed CV with recent passport-size photograph and all relevant document.

Please submit your application via post or e-mail latest by **9 September 2016** to:

**Director of MIDA Paris**

**Address : 42, Avenue Kleber**

**75116 Paris**

**Or email :** paris@mida.gov.my

**Only shortlisted candidates will be notified.**