

VACANCY ADVERTISEMENT

Vacancy for the post of Marketing Assistant at the Embassy of India, Riga

The Embassy of India, Riga invites applications from suitable candidates for the full-time permanent position of Marketing Assistant in the Indian Embassy.

1. Job Description

- Conducting product and sector specific market research and surveys;
- Prepare periodic analytical studies and reports
- Attending seminars / conferences etc. and submitting reports;
- Analysis of commercial data and supervision of compilation thereof;
- Arranging & handling of commercial delegations / commercial events;
- Organizational skills to plan promotional events and B2B meetings;
- Promotion of Brand India, major initiatives of the Government, trade & investments etc.;
- Any other work assigned from time to time.

2. Candidate fulfilling the following requirements are welcome to apply

Educational qualifications and other requirements

- A university degree or equivalent qualification preferably in Business & Marketing/commercial law;
- Knowledge of local and international trade issues
- Adequate experience in inter-disciplinary analysis of trade and commerce vis-à-vis international political developments;
- Readiness to work beyond regular office hours.

Language, IT and other skills:

- Proficiency in Latvian and English languages, communication skills, teamwork, computer operation - including Microsoft Word, Excel, Power Point, etc.
- Ability to function with minimal supervision in fast paced work environment;
- Keenness to learn and willingness to work hard.

3. Monthly Salary and other benefits:

- Monthly Salary – **EURO 1969 /- with annual increments**
- The remuneration package will include 4 weeks annual paid leave plus Indian National Holidays

4. Local Work Permit and Residence Visa:

- Candidates should be Latvian/EU citizens or have valid work permits and resident visa in case of non-EU citizen. The Embassy does not sponsor any Work Permit/Visa. Student Visa holders may not apply.

5. Method of submitting application:

- Documents: Cover Letter and Curriculum Vitae with Photo, with copies of Passport/ID Card in case of EU citizens and valid work permit and resident visa in case of non-EU citizens
- By E-mail or By Post
- Email: hoc.riga@mea.gov.in and admn.riga@mea.gov.in
- Subject: **Application for the Post of Marketing Assistant**
- Postal Address: Head of Chancery, Embassy of India, Ganību Dambis 10A, Riga, Latvia, LV-1045