



EMBASSY OF INDIA
CASILLA 10433
ALCANTARA 971, LAS CONDES
SANTIAGO-CHILE
Tel: 00-562-2228-4141
Fax: 00-562-2321-7217
Email: hoc.santiago@mea.gov.in

ADVERTISEMENT

The Embassy of India in Santiago invites applications for filling up **One post of Marketing Assistant in the Mission** from Chilean citizens or Permanent Residents with valid appropriate visa and valid work permit. The Details are as follows:-

Job Title	Marketing Assistant
Vacancy	One
Age	Upto 35 years as on 23.11.2021
Salary	USD 1110.00 per month (Basic Pay) + COLA 17.86 % of Basic Pay + Health/ Accident/ Unemployment Insurance + AFP as per the applicable rates towards Employer's share.
Work Profile	<ul style="list-style-type: none">•Handling of all trade related queries and trade disputes•Preparing of daily, monthly and bi-monthly reports.•Maintaining database of Indian and Chilean importers & exporters.•Collect, update and analyze trade & market data for monthly and bi-monthly reports and updating briefs and Embassy website.•Monitor Indian investments / acquisitions / mergers in Chile and vice versa/ trade updates•Activities connected with trade shows and promotional meetings. Liaison with Chilean companies and Government for meetings as and when required. Protocol duties with visiting delegations.•Any other duties assigned from time to time
Essential Qualification	<ul style="list-style-type: none">•Knowledge of International Trade Issues, including Intellectual Property Rights;•A University Degree or equivalent qualification preferably in Business & Marketing/commercial law; or•A University Degree in any stream + Diploma in Business & Marketing/Commerce.•Adequate experience in inter-disciplinary analysis of trade and commerce vis-à-vis international political developments;

	<ul style="list-style-type: none">•Proficiency in English and Spanish languages, communication skills, teamwork, Computer Operation - including Microsoft Word, Excel, Power Point, etc.• Interpretation and Translation skills to plan promotional events;•Knowledge of Chilean Government functioning, rules & regulations, and Policies;•Organizational skills to plan promotional events;•Keenness to learn and willingness to work hard.
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Short listed applicants will be called for the interview and skill test. Interested candidates may send their application and bio-data in English along-with copy of Chilean Work/ Residence permit and educational certificates to:

**Head of Chancery
Embassy of India
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SANTIAGO-CHILE
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Email: hoc.santiago@mea.gov.in / admn1.santiago@mea.gov.in**

NOTE:- Applications should reach the above mentioned address latest by 03rd December 2021 by 18:00 hrs.