



**EMBASSY OF INDIA**  
**CASILLA 10433**  
**ALCANTARA 971, LAS CONDES**  
**SANTIAGO-CHILE**  
**Tel: 00-562-2228-4141**  
**Fax: 00-562-2321-7217**  
**Email: admn.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:-

<b>Job Title</b>	Marketing Assistant
<b>Vacancy</b>	One
<b>Age</b>	Upto 35 years as on 15.06.2021
<b>Salary</b>	USD 1110.00 per month (Basic Pay) + COLA 17.86 % of Basic Pay + Health/Accident/Unemployment Insurance + AFP as per the applicable rates.
<b>Work Profile</b>	<ul style="list-style-type: none"><li>•Handling of all trade related queries and trade disputes</li><li>•Preparing of daily, monthly and bi-monthly reports.</li><li>•Maintaining database of Indian and Chilean importers &amp; exporters.</li><li>•Collect, update and analyze trade &amp; market data for monthly and bi-monthly reports and updating briefs and Embassy website.</li><li>•Monitor Indian investments / acquisitions / mergers in Chile and vice versa/ trade updates</li><li>•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.</li><li>•Any other duties assigned from time to time</li></ul>
<b>Essential Qualification</b>	<ul style="list-style-type: none"><li>•Knowledge of International Trade Issues, including Intellectual Property Rights;</li><li>•A University Degree or equivalent qualification preferably in Business &amp; Marketing/commercial law;</li><li>•Adequate experience in inter-disciplinary analysis of trade and commerce vis-à-vis international political developments;</li><li>•Proficiency in English and Spanish languages, communication skills, teamwork, Computer Operation - including Microsoft Word, Excel, Power Point, etc.</li><li>• Interpretation and Translation skills to plan promotional events;</li></ul>

	<ul style="list-style-type: none"><li>•Knowledge of Chilean Government functioning, rules &amp; regulations, and Policies;</li><li>•Organizational skills to plan promotional events;</li><li>•Keeness to learn and willingness to work hard.</li></ul>
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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  
CASILLA 10433, ALCANTARA 971, LAS CONDES  
SANTIAGO-CHILE  
Tel: 00-562-2228-4141, Fax: 00-562-2321-7217  
Email: hoc.santiago@mea.gov.in/admn1.santiago@mea.gov.in**

**NOTE:- Applications should reach the above mentioned address latest by 15<sup>th</sup> June 2021 by 18:00 hrs.**