



**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:-

<b>Job Title</b>	Marketing Assistant
<b>Vacancy</b>	One (01)
<b>Age</b>	Upto 35 years as on 16.10.2023
<b>Salary</b>	USD 1875/- per month (Basic Pay) + COLA 17.45 % of Basic Pay + Health/Accident/ Unemployment Insurance + AFP as per the applicable rates towards Employer's share.
<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; or</li><li>• A University Degree in any stream + Diploma in Business &amp; Marketing/Commerce.</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></ul>

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|  | <ul style="list-style-type: none"><li>• Interpretation and Translation skills to plan promotional events;</li><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 Language only** (if received in any other language, it will not be entertained) along-with copy of Chilean Work/ Residence permit and educational certificates to:

**Head of Chancery  
Embassy of India  
ALCANTARA 971, LAS CONDES  
SANTIAGO-CHILE  
Tel: 00-562-2228-4141**

**Email: [hoc.santiago@mea.gov.in](mailto:hoc.santiago@mea.gov.in) / [adm1.santiago@mea.gov.in](mailto:adm1.santiago@mea.gov.in)**

**NOTE:- Applications should reach the above mentioned address latest by 08<sup>th</sup> September 2023 by 18:00 hrs.**