



**Consulate General of India
Seattle**

MOST IMMEDIATE

APPLICATIONS INVITED FOR MARKETING ASSISTANT

The Consulate General of India, Seattle, invites applications for the posts of "**Marketing Assistant**" having an initial Annual Pay of **US\$43,992/-** (to be paid in equal monthly instalments), which may increase incrementally on the basis of satisfactory performance up to **\$108,006/- per annum** over the employee's tenure. It may be noted that this salary for this post of Marketing Assistant will be regularized as per prescribed rates fixed by the Ministry of External Affairs, Government of India. Monthly Pay Scale in US Dollar (US \$) for the post is **3120-94-4530-136-5890-177-7660**.

No. of Posts: ONE (01).

Minimum required qualifications and skill set:

- A University Degree or equivalent qualification preferably in Business & Marketing/commercial law.
- Knowledge of International Trade Issues, including Intellectual Property Rights.
- Adequate experience in inter-disciplinary analysis of trade and commerce vis-à-vis international political developments.
- Proficiency in English language, communication skills, teamwork, Computer Operation - including Microsoft Word, Excel, Power Point, etc.
- Knowledge of US Government functioning, rules & regulations, and policies.
- Manage Social Media campaigns and expand Consulate outreach efforts.
- Organizing Press Conferences, Press Briefings, Press Releases etc.
- Administrative functions related to Press & Information Wing.
- Organizational skills to plan promotional events.
- Willingness to work in odd working hours and on weekends/ holidays, if required.
- Keenness to learn and willingness to work hard.
- Valid work permit (EAD /permanent residency (Green card) / USA citizen).

Work Profile:

- Preparing of reports including daily, monthly and bi-monthly reports.
- Timely handling of all trade related queries.
- Maintaining database of Indian/US importers/exporters.
- GSP-Monitoring, reporting, submission of replies, follow up, etc.
- Collect, update and analyze trade & market data for monthly and bi-monthly reports and updating briefs and Consulate website.
- Monitor Indian investments / acquisitions / mergers in the US and vice versa.
- Disposal of Trade dispute cases.
- Monitor internet resources for trade updates.
- Market surveys for selected products & trade promotion activities, providing trade related / sector specific inputs for visiting delegations.

- Publicizing and promoting Indian trade fairs through Embassy's website and local Chambers. Activities connected with trade shows and promotional meetings.
- Liaison with US companies for meetings as and when required.
- Liaison with USDOC, USTR & other US Government Agencies as required.
- Protocol duties with visiting delegations.
- Any other duties assigned from time to time.

Annual Pay: US\$43,992/- (to be paid in equal monthly instalments)
+ [upto **US\$ 75/- p.m.** towards medical insurance premium].

Interested applicants may please send their applications and resumes with all supporting documents (educational certificates/documents, Passport/visa/work permit etc.) to vcadm.n.seattle@mea.gov.in by **29th February 2024**. Shortlisted candidates shall be called for interview in the first week of March 2024.

Place: Seattle.

Date: February 19, 2024