

Job opportunity at High Commission of India, Canberra

Applications are invited for one post of Marketing Assistant in the High Commission of India, Canberra.

Job Position- Marketing Assistant

Starting Salary:

Starting pay would be AUD 4,488/- per month (excluding superannuation, additional annual bonus, cost of living allowance). The remuneration package also includes statutory leave.

Job Description:

Assist the Economic and Commercial Section of the Mission and perform multiple tasks, which include but not limited to preparation of commercial reports, market surveys, responding to trade enquiries, handling of business delegations, general office work, typing, maintenance of files and records, organizing events etc.

Essential Qualifications:

1. Bachelor's degree or equivalent vocational training (in marketing, sales, business or another relevant field). Preference will be given to MBA in relevant fields.
2. Good IT skills, familiarity with Linux is desirable.
3. Good communication skills, both written and oral.

To Apply:

Kindly send Covering Letter & Curriculum Vitae (CV) to: hoc.canberra@mea.gov.in, and CC to: admn.canberra@mea.gov.in, with **Subject - Application for Marketing Assistant'**

Application Deadline: 05th March 2025